

## External Vacancy

# Finance Manager

**£28,572 – £30,300 per annum, 37 hours per week, Permanent,**

**Ref: 5776**

We are looking to appoint an enthusiastic, highly motivated Finance Manager to oversee the Management Accounts and Financial Accounts functions of the College. As the Manager of the finance functions you will enhance the provision of an excellent accounting service to both its internal and external customers. You will have a minimum of two years management accounting experience, preferably in a large organisation, and experience in other areas of finance would be desirable.

You will be able to demonstrate an ability to analyse and evaluate information, have excellent interpersonal and IT skills, and an ability to organise, plan, and prioritise to strict deadlines.

You should be qualified to CIMA Advanced Diploma in Management Accounting level, or equivalent and be working towards or willing to work towards a full chartered accountancy qualification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

To find out more about this great opportunity at Sunderland College visit [www.sunderlandcollege.ac.uk/vacancies](http://www.sunderlandcollege.ac.uk/vacancies), alternatively,

Email: [vacancies@sunderlandcollege.ac.uk](mailto:vacancies@sunderlandcollege.ac.uk) or call 0191 511 6046 to request an application pack.

**All applications must be received by 3pm Thursday 13<sup>th</sup> August 2015.**

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to safeguarding the welfare of children and vulnerable adults.



## JOB DESCRIPTION

*(This is a description of the job as it is at present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description commensurate with your grade/level in the organisation after consultation with you.)*

<b>Post Title:</b>	Finance Manager
<b>Post Ref:</b>	5776
<b>Department:</b>	Finance Department
<b>Scale:</b>	029 - 031
<b>Contract:</b>	Permanent, Full Time
<b>Hours:</b>	37
<b>Location:</b>	Bede Campus
<b>Responsible to:</b>	Director of Finance

### OVERALL PURPOSE:

To lead the finance team in meeting the financial and management accounting requirements of the College both internally and externally.

### PRINCIPAL DUTIES:

1. Provision of financial information, assistance, and advice to College managers.
2. Development of management information reporting.
3. Supervision of the management accounting and exchequer services teams.
4. Ensure fundamental reconciliation's are performed in a timely and accurate manner.
5. Assistance with preparation of annual budgets, monthly management accounts and year end accounts and returns.
6. Control of standing information held within the various ledgers of the financial accounting system.
7. Accounting for College Subsidiaries/Associates.
8. Management of the financial aspects of enrolment.
9. Any other duties as may be deemed commensurate with the grade of the post.

## **MAIN DUTIES:**

- 1.1 Provision of an accurate suite of monthly budgetary control information to budget holders in accordance with timetables.
  - 1.2 Assistance with monitoring of departmental viability/adherence to budget, in close liaison with departmental managers.
  - 1.3 Monitoring of contracts held with external agencies to ensure realisation of income and monitoring of contractual viability.
  - 1.4 Maintenance and enhancement of links with College managers to promote the value of the financial information and its importance in enabling them/the College to achieve objectives.
  - 1.5 Ensuring all budget holders are provided with the appropriate advice and training to enable them to fulfil their responsibilities with regards to all financial matters, including their budget holder responsibilities.
  - 1.6 Ensuring all College staff are provided with appropriate support on matters of a financial nature.
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- 2.1 Development of enhanced reporting to budget holders using a variety of IT reporting tools (Excel, Business Objects, eFin, eAnalyser etc.) to ensure meaningful, helpful, accurate and timely management information.
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- 3.1 Supervise and support staff in the management accounting and exchequer services teams.
  - 3.2 Ensure that team members specific responsibilities are performed accurately and in accordance with timetables.
  - 3.3 Co-ordinate adequate and relevant staff training, internally or externally, to enable the team to perform all responsibilities effectively.
  - 3.4 Ensure debt control and collection procedures are adequate and actioned in accordance with financial procedures.
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- 4.1 Perform/monitor the performance of monthly reconciliation of various balance sheet control accounts in accordance with timetable.
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- 5.1 Assist in the preparation and review of Annual College budgets, in consultation with College managers and management accounts team.
  - 5.2 Ensure all month end accruals, prepayment journals, and recharge journals are prepared and input in accordance with the timetable.
  - 5.3 Assist with preparation of Year-End Accounts and returns.
  - 5.4 Monitor and review the monthly timetable to ensure production of accounts and controls within the housekeeping elements of the ledger, ensure compliance with service level agreements, governing body timetables and overall best practice of the Unit.
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- 6.1 Ensure procedures and controls are in place to ensure the integrity of standing information held within the various ledgers of the financial accounting system.
  - 6.2 Ensure all entries to the various ledgers of the financial accounting system are appropriately authorised, in accordance with the financial procedures and are accurate and timely.
  - 6.3 Ensure all entries in relation to payments made and income received are accurately entered into the finance system in accordance with set deadlines.
  - 6.4 Performance and analysis of ad-hoc investigations as required, eg. Value for Money, post project appraisals.
  - 6.5 Ensure production and periodic updates of procedure notes for areas of responsibility.
  - 6.6 Assistance in setting service level agreements and monitoring service standards.

- 7.1 Accounting for subsidiaries on an on-going basis, including preparation of annual accounts, VAT returns and other statutory returns as required.
- 7.2 Year-end review and reconciliation of all College subsidiaries.
  
- 8.1 Management of the financial aspects of the enrolment function, ensuring adherence to financial policies and procedures during the enrolment process.
- 8.2 Management of the fee collection process, ensuring all tasks completed, are accurate, timely and comply with financial procedures.
  
- 9.1 Any other duties as may be deemed commensurate with the nature and level of the post.
- 9.2 Work on either a temporary or an indefinite basis at any of the college sites.
- 9.3 To undertake invigilation duties as and when required.
- 9.4 To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 9.5 To promote equal opportunities and implementation of the College's Equality and Diversity policy.

## Person Specification

POST TITLE: Finance Manager – (Post Ref: 5776)

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
<p><b>Skills/knowledge/aptitudes</b></p> <p>Ability to collect, appraise, analyse and evaluate information</p> <p>Excellent communication skills</p> <p>Excellent IT skills, proficient in Excel and Word</p> <p>Ability to organise, plan, and prioritise</p> <p>Strong organisational, interpersonal and communication skills, both written and spoken</p> <p>Diplomacy tact and negotiation skills</p> <p>Ability to analyse financial data and produce and evaluate meaningful management information</p> <p>Ability to set and achieve demanding performance targets and to effectively manage any identified underperformance</p> <p>Ability to troubleshoot, problem solve and think laterally</p> <p>Good understanding of a Financial Accounting package</p> <p>A sound understanding of accounting requirements</p> <p>Numerate with a high degree of accuracy</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

<p><b>Qualifications</b></p> <p>AAT qualified, foundation stage of professional accountancy qualification or equivalent HE qualification</p> <p>CIMA Advanced Diploma in Management Accounting or equivalent qualification</p> <p>Studying towards CIMA Professional Qualification or equivalent (or willing to work towards)</p> <p>IT related qualification</p> <p>Evidence of ongoing CPD</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Experience</b></p> <p>Minimum of 2 years management accounting experience</p> <p>Other significant experience within finance department (e.g. financial accounts)</p> <p>Experience within a large and complex financial environment</p> <p>Experience of assisting Budget-holders</p> <p>Experience of working with colleagues at all levels</p> <p>Experience of implementing financial policies and procedures</p> <p>Experience of working within an FE establishment</p> <p>Experience of self-assessment process</p> <p>Experience of writing reports and papers</p> <p>Experience in handling internal and external audit processes and meeting audit requirements</p> <p>Experience of liaising with external partners</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

<b>Disposition</b>		
Ability to work individually and as part of a team	✓	
The ability to achieve targets and personal objectives	✓	
Commitment to Continuous Professional Development of the team and her / himself	✓	
Ability to work under pressure meet tight deadlines	✓	
Ability to lead and also to be part of a team	✓	
To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults	✓	
To uphold the college values and responsibilities with regard to equality & diversity	✓	