

**Job Description**

**Head of Finance**

**HCUC is a merger between Harrow College and Uxbridge College.**

**The Head of Finance is a senior management role, accountable to and line managed by the Group Director - Finance and Resource Planning**

**Direct Reports:** Finance Department, including Payroll

**Role purpose:** To provide strategic financial management, planning and control, ensuring the overall financial health of the College group. To ensure that the financial affairs of the College group are conducted within the conditions of the Financial Memorandum of the main funding bodies (currently ESFA and GLA Agency), to ensure effective and efficient management of the Finance team and compliance with the Group’s Financial Regulations and Procedures.

**Main role purpose:**

**Leadership of the Finance department**

* To line manage the Finance department and its staff effectively and efficiently.
* To assist the Group Director - Finance and Resource Planning in the preparation of financial plans for budget holders and assist budget holders in the control and use of their budgets.
* To assist the Group Director - Finance and Resource Planning in resource planning of the College group.
* To monitor and control actual expenditure against allocated revenue and capital approvals uploaded in the financial system
* To meet regularly and work collaboratively with budget holders and their staff, to ensure that budgets are well managed, and to be proactive in taking action to address and variances from budget.
* To oversee the financial aspects of enrolment.
* Ensure that efficient procedures exist for the prompt collection of debts and the payment of creditors in accordance with the College policy.
* To maintain the College’s fixed asset register and inventory record.
* To ensure an effective and secure system for the receipt and distribution of goods delivered to the College.
* To monitor cash flow effectively in order to maximise investment, whilst ensuring any overdraft terms and loan covenants are adhered to.
* To monitor and report on Key Performance Indicators of the College.
* To manage the Group bank accounts, cash flow, investments, taxation and VAT and other statutory returns.
* To act as a signatory to the Group’s bank accounts.

**Commercial / costing**

* To review the viability of courses regularly and to work closely relevant staff and with the Deputy Funding Manager Planning to ensure appropriate costings and viability of courses included in the portfolio.
* To monitor review and report on the progress of the Apprenticeship and Commercial work to ensure income is maximised.
* To work closely with the Managing Director – Employer Services & Partnerships and Head of Apprenticeship & Skills to ensure appropriate costings and financial viability of apprenticeship courses in line with current funding standards for levy and non levy paying customers, including building contract fees with volume discounts where appropriate.
* To liaise with appropriate staff in the costing of High Needs provision and ensure timely receipts of payments from local Boroughs.

**Payroll**

* To oversee payroll staff and processes as required, to ensure accurate payments are made to staff in line with budgets and post requisition changes.
* To ensure all reports and returns are made and payments for pensions, tax national insurance and other payroll deductions are paid appropriately and promptly.

**Reporting**

* Produce monthly management accounts to strict deadlines.
* Assist the Group Director - Finance and Resource Planning with the production of the annual report and financial statements, and returns to statutory and funding bodies.
* Provide reports as necessary to monitor the financial health of the Group.
* To report on the financial health at *Executive Management Team (EMT)* as required.

**Risk and audit**

* Ensure the security of all financial records.
* Ensure the integrity of the nominal ledger and provide monthly reconciliations of the bank and other key control accounts.
* Maintain the finance department risk register.
* To liaise with the internal and external auditors and to assist the Group Director - Finance and Resource Planning in the preparation of papers for Audit and Resource Committees.
* To report directly and promptly to the Group Director - Finance and Resource Planning any potential, actual or suspected irregularity within the College financial structure and financial management.
* To ensure the financial regulations are reviewed and updated regularly.
* To attend the Audit and Resources Committees.

**General**

* To liaise where necessary with external stakeholders such as bankers, insurance, funding bodies and procurement.
* To build and manage an effective team, ensuring high levels of professionalism and excellent customer service.
* To participate in the College duty manager rota on evenings and weekends as required.
* All other duties as may be required

*The lists above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role of Head of Finance. The post holder will take part in an annual cycle of appraisal which will be conducted by the Group Director - Finance and Resource Planning*

**Person Specification – Head of Finance**

**QUALIFICATIONS**

CCAB Fully Qualified Accountant with appropriate academic qualifications.

A higher level leadership/management qualification would be desirable.

**EXPERIENCE (all essential)**

* Experience of successful financial leadership in an educational environment.
* Experience of delivering statutory accounts, monthly management accounts, annual budgets and financial forecasts.
* Strong IT and reporting skills using primarily Microsoft products.
* Monitoring, reporting and advising on financial strategies that deliver strong financial health.
* Experience of working with senior managers to develop financial strategies, strategic objectives and business plans.
* Providing financial advice to staff across an organisation.
* Developing the financial capabilities of budget holders.
* Experience of working with external stakeholders such as bankers, auditors and funding agencies.
* Experience of contributing to the improvement of systems and process to ensure efficiency and effectiveness.
* Explanation of complex financial information to staff at all levels.

**SKILLS AND QUALITIES (all essential)**

* A collaborative leader who enjoys working within teams and jointly owning challenges and issues.
* A strong financial leader who is able to act swiftly to address issues and concerns.
* A team player who is able to cope with ambiguity and make sense of complexity.
* A forward looking individual with the ability to identify opportunities and identify risks before they occur.
* Strong communication skills
* The ability to translate strategy into operational plans and to provide clarity to others.
* The ability to lead others with clarity, energy and enthusiasm, commanding respect across the organisation.
* A deep commitment to equality of opportunity, diversity and the well-being and safety of staff and students.
* A resilient operator with strong problem solving abilities.
* Commitment to the highest professional and personal standards of work, behaviour and conduct.
* A strong passion, commitment and empathy for education, students and young people.