

JOB DESCRIPTION

JOB TITLE: HEAD OF FINANCE 1 FTE (may consider 0.8 FTE)

LINE MANAGED BY: VICE PRINCIPAL FOR FINANCE, RESOURCES & SUSTAINABILITY

JOB PURPOSE & OBJECTIVES

You will provide support to the Vice Principal for Finance, Resources and Sustainability, working closely with the College Finance Department and the College Management Team in the review, design, and maintenance of financial information associated with the preparation of financial accounting records which flow into the requirements, as well as those required for monthly, quarterly, and annual management forecasts, including statutory accounts.

The role is full time (may consider 0.8 equivalent) with the expectation of a set 4 or 5 day working week across core College hours within Monday - Friday.

KEY TASKS

Line management of the Assistant Finance Manager and the Management Accountant, ensuring accurate financial management, reporting and budget and forecast preparation, as well as the development of internal control policies and procedures.

The preparation and publication of timely monthly management accounts, ensuring key explanations are provided for variances on prior period and budgeted results.

The preparation of the annual statutory accounts including acting as principal point of contact in liaison with external auditors.

Preparation of monthly cash flows in the required Scottish Funding Council (SFC) format and the completion of other SFC and Scottish Government monitoring returns taking responsibility for the timely and accurate completion of these returns.

Coordination of and inputs to departmental budget setting and monitoring as delivered by the Management Accountant.

Overseeing the development of reports from College general ledger software package (Symmetry) to capture the above information and streamline the reporting process

Assistance with the preparation of papers for meetings of the Board of Management, Audit & Risk Committee, and Finance & Resources Committee, and equivalent meetings of the Lanarkshire Regional Strategic Board.

Updating and harmonising College financial regulations in line with those of New College Lanarkshire and the Scottish Public Sector Finance Manual requirements.

KEY TASKS (continued)

Provision of guidance to the Board of Management and Senior Management team on technical accounting developments and governance matters.

Attendance at Board of Management and its standing committee meetings as required.

Assist Student Association and SLC Foundation as required with accounting and secretarial matters, liaising with auditors of, and professional advisors to, those bodies as appropriate.

Liaising with New College Lanarkshire on Regional finance matters, attendance at Regional Finance Group meetings, preparation of Regional SFC returns and other associated tasks.

Review College financial reporting and financial records routinely and propose revisions in order that they remain fit-for-purpose.

Ascertain the information requirements of internal and external stakeholders and devise and produce timely reports that satisfy both, keeping this under review.

Review the links between the College general ledger accounting software package and the information that flows into it from other IT packages, such as the procurement system and the student records system, setting up and maintaining an appropriate system of reconciliation.

Assist the Vice Principal for Finance, Resources and Sustainability in the implementation of compliance with procurement requirements including the provision of monthly reports to senior managers, which aim to improve purchasing and allied areas with a view to improving efficiency and ensuring that the College achieves value for money.

Working with the procurement manager, maintain an overview of procurement activity.

Ownership of the roll out and maintenance of process notes for all key finance processes within the department.

Responsibility for the continued development and training needs of the team, including departmental goal setting and monitoring.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: February 2024