



Job title:	Head of Financial Management
Reporting to:	Finance Director
Hours:	28-35 hours per week, 52 weeks per annum
Grade:	E1 (£38,000 p/a) rising to E2 (£40,150 p/a) after 12 months pro rata

Job Description

Main Duties:

- 1) To provide operational management for the finance function including developing and maintaining financial systems, producing monthly management accounts, payroll, preparing the annual external audit and people management.
- 2) In conjunction with Finance Director, review and improve the financial management system design and processes, ensuring integrity of financial data using SunSystems and develop report writing using Query&Analysis (Q&A).
- 3) To manage the finance team ensuring the purchasing system, sales system, payroll and the banking functions of the School operate efficiently and effectively.

Key Responsibilities:

1. Financial Systems

- Support the Finance Director with the design and implementation of the financial management system (SunSystems), financial reporting (Q&A) and the payroll system (iTrent).
- To identify opportunities for efficiency and quality improvement of all finance systems and processes, including payroll and work with the Finance Director to implement changes.
- To develop further integration of the finance management system with HR and student information systems, avoiding duplication of data, ensuring data integrity and improving reporting.
- To provide guidance, support and direction for the finance team in the transition to new systems and processes.

2. Financial Reporting

To ensure high quality and accurate financial management information is produced on a timely basis for senior management and audit purposes, including:

- monthly management account reporting for the School Management Team;
- liaising with budget holders to develop and maintain systems for budget preparation and monitoring expenditure;
- cash flow monitoring;
- preparing the statement of comprehensive income & expenditure, balance sheet, statement of cashflows and supporting documentation for the external audit.

3. Payroll and Pension

- To manage the payroll and pension functions, including reconciliations and costing reports, ensuring the delivery of high quality, efficient and accurate payroll and pension information before final authorisation is undertaken by the Finance Director.
- To ensure all statutory requirements in respect of payroll and pensions are met on time and accurately.
- To act as the main point of contact for the outsourced payroll provider and to ensure they adhere to the terms of the SLA.

4. Finance Operational Management

- To ensure that all income and expenditure, sales and purchase transactions, payroll and pensions are processed and reconciled on time and to a high standard.
- To be responsible for the overall operation of the purchasing system ensuring that suppliers are paid on time and accurately.
- To be responsible for the overall operation of the sales system ensuring that all students and other customers are invoiced on time and debt collection is appropriately managed.
- To ensure there is a timely and robust system of Gift Aid submissions.

5. Policy and Procedure

- To ensure processes and procedures relating to financial and payroll management are documented, reviewed and updated as required.
- Responsible for the development, writing and updating of finance policies as required and in line with changes to legislation.
- To ensure financial regulations and internal controls are adhered to and develop further controls if necessary.
- Maintain records to meet legal and tax requirements.

6. Line Management and other

- To manage and develop the finance team to work effectively and efficiently with the other teams and external stakeholders.
- As member of the School Management Team play an active role in the ongoing management and development of the School.

7. General

- To work as an effective team member respecting the rights and interests of others.
- To comply with the BSO Code of Conduct and BSO policies and policies.
- To undertake any other duties that may be required by the Finance Director, which are consistent with the nature and grade of the post.



Person Specification

Essential:

1. Strong experience in the development, implementation and integration of finance systems and processes (preferably using SunSystems with knowledge of Query & Analysis (Q&A))
2. A professional accounting qualification (ACA/ACCA/CIMA/CPA) or part qualified and working towards gaining the full qualification
3. Advanced Excel skills
4. Experience of preparing and interpreting management accounts and utilise finance systems for report writing
5. Experience of working across a wide range of finance functions
6. Experience of preparing external audits
7. Experience of managing payroll
8. Experience of working with confidential, sensitive and personal data, ensuring it is processed and stored appropriately
9. Experience in writing policy and procedure including internal control mechanisms
10. Experience of managing a finance team
11. Able to motivate, train and develop the team.
12. Ability to manage a diverse and demanding workload
13. Excellent analytical skills
14. Excellent interpersonal and communication skills in a clear and concise manner to non-financial colleagues
15. Strong ability to build relationships and work collaboratively
16. Resilient, solution focused and able adapt positively to change
17. Ability to work quickly, accurately and to tight deadlines while under pressure

Desirable

1. Experience of working in a HEI and knowledge of SORP2015 'Accounting for Further and Higher Education'
2. Experience of producing statutory returns required by HEFCE
3. Experience of using iTrent HR and Payroll System
4. Degree level qualification in relevant subject