



JOB DESCRIPTION

Financial Controller

WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Financial Controller
REPORTING TO: Deputy Director of Finance
RESPONSIBLE FOR: N/A
HOURS: 36
GRADE: Support Scale 43-47

KEY RESPONSIBILITIES

To lead and be responsible for:

1. Effectively leading day to day operations of the Finance function to support the vision and mission of the College and its subsidiary companies. Providing timely and accurate financial information to Budget holders and Senior Managers.
2. Supporting the Deputy Director of Finance in the College's financial management and reporting, including its medium-term financial plans, capital plans, budgets, in-year forecasts, management accounts and financial statements.
3. Supporting the Deputy Director of Finance in monitoring the financial performance of the College including the monthly production of management accounts in order to ensure that the College's corporate financial objectives are achieved.
4. Leading, developing and reviewing the systems within the Finance Team to improve timeliness, accuracy, effectiveness, efficiency, and value for money.
5. Contributing to quality improvement within the Finance Team by providing effective leadership training, advice and support to the Finance Team.
6. To be responsible for the Business Development Unit in planning, monitoring, reporting and project costing of the College's business partners.
7. Oversee the System maintenance and lead on all system developments

MAIN RESPONSIBILITIES

1. Lead in producing regular management accounts, forecasts, budgets and the annual financial statements, completing variance analysis and analytical reviews, to identify and explain emerging trends; agreeing remedial action plans with Managers during their regular business-partnering review meetings.
2. Business Development Unit support

In addition to normal budget holder support, assist in developing cost plans for proposals, support in monitoring sub-contractor performance and comparing financial and delivery performance.

Prepare the Business Development Unit monthly reporting pack for SLT as part of the management accounts.

3. Monitor, manage and be responsible for the completion and reporting of advance learner loan.
4. Work closely with the MIS team to triangulate financial and non-financial data to improve understanding of finances and accuracy of forecasts.
5. Be responsible for VAT reporting and oversee the reporting of Financial statistics.
6. Devise and publish the monthly timetable for publication of the management accounts, ensuring that the Finance Team are aware of their contributing requirements.
7. To monitor performance against the published service standards for the Finance Department and to take appropriate action to seek continuous improvements in the arrangements for the benefit of the College community.
8. Supporting Managers with developing robust monitoring systems to improve the quality and timeliness of the College's financial management, including budgeting, forecasting and preparation of financial statements.
9. Lead the financial statement audits, including preparation of the audit evidence files and Auditors' field work within pre-agreed deadlines.
10. Assist with the preparation of the financial returns required by funders and the College's regulatory bodies.
11. To ensure that the College complies with the provisions of the College Financial Regulations and Financial Procedures.
12. Assist with the reporting requirements of certain individual high-profile income streams and manage the timely reporting of higher-risk project areas within the College.

JOB ACTIVITIES

Development and reviews of Statutory, systems and procedures

13. Lead, under the guidance of the Deputy Director of Finance, the preparation of the annual financial statements, the financial statements audit process and the preparation of the annual ESFA Finance Record and other returns in accordance with statutory requirements and the timetable agreed with the Audit Committee.
14. Improve the timeliness and accuracy of the College's financial reporting, and delivering training to Non-Financial Managers and staff, where appropriate.
15. Lead, as directed, on reviews of the Finance Team's operations, ensuring that financial and management reporting procedures are well-documented, authorised and regularly reviewed and updated.
16. Overseeing the financial management of all externally funded projects to ensure the regularity of expenditure and timeliness of claiming grant funding.

17. Undertake CPD to stay up to date with changes in accounting policies, and ensure that Finance systems are updated as appropriate, to ensure full and timely compliance.

QUALITY IMPROVEMENT

18. Contribute to the Finance Team's Self-Assessment Report (SAR).
19. To monitor performance against the published service standards for the Finance Department and to take appropriate action to seek continuous improvements in the arrangements for the benefit of the College community.
20. Participate in the College's staff appraisal process and undertake and deliver staff development and training.
21. Engage in continuous CPD, participate in, and deliver, such activities as required to ensure that each Team member has the opportunity to develop to their full career potential.
22. Monitor finance activity milestones to ensure timely and accurate completion of all agreed internal and external audit recommendations within the published deadlines.
23. Assist with developing College's Budget Holders' financial awareness and understanding, providing them with user-friendly access to monitor their own information on demand and assist them with training, as required.
24. Agree with the Deputy Director of Finance service level standards for the activities of the finance department and regularly monitor progress against these.

TEAM DEVELOPMENT

25. Develop and performance manage each direct report to reach their full potential at work through appropriate mentoring, coaching, and training and regular 1:1 meeting.
26. Contribute to the overall leadership of the Finance Team and build collaborative partnerships with cross-functional teams through effective communication and business-partnering.
27. Act as a College representative with external agencies and organisations as required.

GENERAL

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Fully qualified accountant ICAEW (ACA / ACMA / ACCA)	E
	Evidence of CPD, attending training and updating seminars relevant to the area of responsibility for the last 3 years	E
	Qualification or evidence of recent training in Project Management	D
Previous experience/job knowledge	Experience of financial reporting in the FE sector – including, but not limited to, preparing medium term financial plans, budgets, capital plans, management accounts, in-year forecasts, and leading the preparation of the financial statements and their audit.	D
	Significant experience of preparing and developing KPI dashboards, and/or graphical reports, to present planned, budgeted, forecast, and actual financial outcomes to College stakeholders.	E
	Proven experience of negotiating with external professionals, and complying with their requirements – e.g. banks, solicitors, funding bodies, internal and external auditors, pensions and tax advisers.	E
	Experience of large-scale accounting packages and developing timely accurate and relevant reports for Non-Financial Managers and their teams.	E
	Experience of developing a Finance Team and training Non-Financial Managers to understand, forecast and influence their own financial results	E
	Experience of delivering effective services to other departments in a complex organisation, implementing change to improve timeliness, accuracy, and value for money.	E
	Skills	Excellent financial management skills

(Competencies and Aptitudes)	The ability to develop positive working relationships with individuals at all levels	E
	Outstanding commercial acumen, with a solution-focused approach, seeing business change as an opportunity	E
	Sound administrative skills	E
	The ability to communicate effectively orally and in writing.	E
	Demonstrate proven experience of identifying critical business drivers, to maximise profitable growth	E
	Proven financial leadership skills with an emphasis on building effective working relationships, at all levels within an organisation	E
	Demonstrate effective organisational skills and the ability to implement new systems, on time and within budget, through effective collaborative working.	E
	Ability to present complex data clearly and concisely to non-financial managers	E
	Outstanding written and verbal communication skills, and skilled in preparing professionally presented business reports.	E
	Excel advanced (skilled in pivot tables and charts), Word intermediate (creating tables and professionally formatted of reports) and Outlook, intermediate.	E
Effective organisation skills and ability to work on own initiative and as part of a team	E	
Other factors/ additional requirements	An understanding of safeguarding and a commitment to creating a safe learning environment An understanding of and commitment to safeguarding young people and vulnerable adults. Motivation to work with children/young people/Vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults Emotional resilience in working with challenging behaviours	E

	Attitudes to use of authority and maintaining discipline.	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
	Confident, self-motivated with a committed approach to work.	E
	Commitment to inclusive and comprehensive educational provision.	E