

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Finance Business Partner
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Post Holder	vacant
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Accountable To	Vice Principal - Finance and Corporate Services
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Responsible For	To provide financial management and procurement support to the College, including management reporting, procurement and projects, provision of support to the Senior Leadership Team and upwards to Executive team and Board committees as required.
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Department	Finance
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Overall Purpose of Job

As one of two leadership roles within the finance department, the post holder will have specific responsibility for producing the annual budget and monthly management accounts for the College, as well as day to day support to budget holders. This will involve providing proactive advice and support on management accounts, procurement and projects. The post will play a key role in the provision of both financial and non-financial advice to enable the College to improve its overall financial sustainability, efficiency and growth.

- Main Duties and Responsibilities**
1. Strategic Management and Planning
 - a. As an advisor to the Senior Leadership Team, contribute to College-wide strategy, planning and management
 - b. Attend appropriate meetings of Regional Board Committees, as required.
 - c. Act as Finance representative on selected College committees, as required by the Vice Principal - Finance and Corporate Services.
 - d. As one of two leadership roles within the finance department, jointly prepare and implement operational plans for the development of the function.
 - e. Represent the College externally dealing with external/internal auditors and other agencies.
 - f. Plan, manage and execute the budget setting process for the College.
 2. Financial Management and Control
 - a. Proactively manage the financial position of the College.
 - b. Prepare the annual operational budgets for the College and subsidiaries, for the Vice Principal - Finance and Corporate Services to review.
 - c. Maintain College wide budget control system including reserves, cost centre control totals and budget virements.

- d. Prepare appropriate SFC and other external returns in association with Vice Principal - Finance and Services, specifically Financial Forecast Return, Cash Flow Forecast and others as required.
 - e. Produce monthly management accounts for the College, including management of journal adjustments, and financial projections.
 - f. Undertake investigations as to variances, liaising with other College managers as necessary.
 - g. Support the Financial Controller to prepare Annual Accounts, and accounts return, providing financial information in a format which is consistent with FFR and management accounts.
 - h. Ensure compliance with Generally Accepted Accounting Practice (GAAP).
 - i. Ensure procedures are in place to enable the application of project accounting principles to externally funded initiatives and internal projects.
 - j. Ensure the proper management of the College's Procurement function, including the application of relevant European, UK and Scottish legislation and internal policy and procedures.
 - k. Drive improvements in the procurement journey, implementing e-procurement solutions and best practice processes.
 - l. Plan, develop and implement the procurement forward plan for the College.
 - m. Provide guidance, advise, and instruction if necessary to budget managers on procurement projects management and processes.
 - n. Prepare papers for approval of procurement activities as required by the College Procurement Thresholds
 - o. Support the Financial Controller to develop and implement financial procedures for the College.
 - p. Manage the continuing development of the College's accounting software, including e-Procurement capability and management reporting.
3. Leadership, development and improvement of organisational efficiency
- a. Line management responsibility for finance support staff, including identifying appropriate training and development needs for the team and leading on developmental activities as appropriate.
 - b. Collaborate with the Financial Controller to manage the day-to-day operations of the College finance department, ensuring proper accounting procedures are maintained and implemented, and that all transactions are correctly accounted for.
 - c. Provide information to support decision making in relation to sustainability, economy, efficiency and effectiveness.
 - d. Provide training and support for College staff in the management of delegated budgets and the implementation of College finance and procurement policies and procedures.
 - e. Represent the College at appropriate external networking events, making recommendations on the outcomes to College management, as appropriate.
 - f. Assess the potential impact of external developments, making recommendations to the College Executive and Senior Leadership Teams.
 - g. Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Principal or designated deputy.
4. Personal and Professional Development
- a. Ensure behaviour is in line with College Vision, Values and Behavioural standards.
 - b. Ensure compliance with College policies, procedures and the implementation of

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- decisions of the College.
- c. Adopt flexible working methods to meet the changing needs of the College.
- d. Maintain knowledge of regulatory framework and accounting standards.
- e. Develop and maintain professional standards and expertise by undertaking relevant professional development.
- f. Develop and maintain quality standards appropriate to the post.

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

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PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	Member of CCAB Accounting body	Essential
	Degree or equivalent in a relevant discipline	Desirable

KNOWLEDGE		Essential or Desirable
	Current knowledge of financial reporting standards	Essential
	Knowledge of Scottish public sector procurement legislation	Desirable
	Understanding of public sector / government accounting and regulatory frameworks	Desirable
	Knowledge of Further Education finance in Scotland	Desirable

EXPERIENCE		Essential or Desirable
	Experience of financial management in a large, multi-functional organisation	Essential
	Significant demonstrable post-qualification experience	Essential
	Experience of financial reporting, including management and statutory accounts production	Essential
	Experience of leading teams and team building	Essential
	Experience of leading projects across organisations	Essential
	Experience of Further Education Colleges	Desirable
	Experience of working with data systems and creating useful reporting which measures performance	Essential
	Experience of managing financial reporting systems	Essential
	Experience of change management	Desirable

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Excellent communication skills	Essential
	Team player	Essential
	Self-motivated individual	Essential
	Solutions focussed mind set	Essential
	Independent and creative thinker	Essential
	Reflective practitioner	Essential
	Distributed and situational leadership style	Essential


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Effective negotiation skills	Essential
Able to explain detailed financial information to non-finance professionals	Essential

OTHER ABILITIES/QUALITIES		Essential or Desirable
Resilient		Essential