

# **BORDERS COLLEGE**

## JOB DESCRIPTION

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<b>Job Title</b>	Financial Controller
<b>Post Holder</b>	vacant
<b>Accountable To</b>	Vice Principal - Finance and Corporate Services
<b>Responsible For</b>	Managing the College's accounting and transactional functions, including accounts payables, accounts receivables, credit control, statutory reporting, VAT, financial control, and provision of support to the Senior Leadership Team and upwards to Executive team and Board committees as required.
<b>Department</b>	Finance

### Overall Purpose of Job

As one of two leadership roles within the finance department, the post holder will have specific responsibility for operational management of the College's accounting section and the majority of transactional activity with the Finance Department. The post holder will be the lead for month end planning and closure, and for planning and preparation of annual accounts, including liaison with managers. This will include taking ownership of Financial policies and procedures, and being the finance departmental lead on fraud prevention and paperlite. The post holder will provide support to Executive and Senior Leadership Teams and Regional Board on issues relating to financial accounting.

### 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 department.
- e. Represent the College externally dealing with external/internal auditors and other agencies.
- f. Plan, manage and execute the timeline for completion of annual accounts.
- g. Management of delegated departmental budgets.

#### 2. Financial Management and Control

- a. Prepare monthly financial control reports for the Vice Principal - Finance and Corporate Services, ensuring all reconciliations are up to date (trial balance,

- cash flow, debtors and payment performance).
  - b. Ensure the College is compliant with VAT requirements and that VAT returns are prepared accurately and submitted timeously.
  - c. Compile the timetable for production of monthly and annual accounts and ensure compliance with the timetable.
  - d. Prepare the annual accounts for the College and all subsidiaries, ensuring compliance with the Government Financial Reporting Manual, Scottish Public Finance Manual, the Further and Higher Education SORP, other relevant financial reporting standards and the Accounts Direction issued by SFC, and prepare appropriate working papers for the annual external audit.
  - e. Ensure compliance with Generally Accepted Accounting Practice (GAAP).
  - f. Prepare appropriate SFC and other external returns in association with Vice Principal - Finance and Services, specifically Annual Accounts Return, and others as required.
  - g. Ensure that invoicing and accounting for Shared Services is implemented in accordance with legal agreements.
  - h. Ensure the proper management of the College's Student Funding function, including the application of SFC and internal policy and procedures.
  - i. Prepare regular performance reports on accounts payable, accounts receivable and student funding for the Vice Principal – Finance and Corporate Services.
  - j. Provide guidance, advice, and instruction if necessary to managers and lecturers on financial accounting, and student funding.
  - k. Providing operational liaison for internal and external audit – liaison with the team and those being audited on scope and timing of audit, and coordination of feedback on reports.
  - l. Maintain the audit follow up system ensuring updated obtained monthly and reports prepared for the audit committee.
  - m. Ensure Audit Scotland technical updates are circulated as appropriate and that documented evidence is obtained of updates being implemented as required.
  - n. Act as a counter fraud champion and take the lead on National Fraud Initiatives within the College.
  - o. Systems administrator for financial accounting and support systems within the College, including acting as key contact for banking.
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 Finance Business Partner 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. Lead role for the College's Financial Regulations, Policy and Procedure manuals, ensuring these are refreshed annually and kept up to date with best practice. Ensure that budget managers are aware of their obligations, and that they acknowledge their understanding of same.
  - d. Provide training and support for College staff in financial and student funding procedures and the implementation of College financial policies and procedures.
  - e. Drive improvements in financial processes, implementing electronic solutions based on best practice and lean principles.
  - f. Represent the College at appropriate external networking events, making

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- recommendations on the outcomes to College management, as appropriate.
- g. Act as the departments paper lite lead and work with all staff to identify and implement electronic solutions and demonstrably reduce reliance on paper systems.
- h. Assess the potential impact of external developments, making recommendations to the College Executive and Senior Leadership Teams.
- i. 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 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)

### **PERSON SPECIFICATION**

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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 VAT legislation	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 working with banks and/or other financial institutions	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

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<b>Reflective practitioner</b>	<b>Essential</b>
<b>Distributed and situational leadership style</b>	<b>Essential</b>
<b>Effective negotiation skills</b>	<b>Essential</b>
<b>Able to explain detailed financial information to non-finance professionals</b>	<b>Essential</b>

<b>OTHER ABILITIES/QUALITIES</b>		<b>Essential or Desirable</b>
<b>Resilient</b>		<b>Essential</b>