

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Assistant Principal - Finance
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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	Managing the College's finance, student funding and procurement functions. This includes creating a service management approach, leading on financial planning, budgetary control and management accounts, external reporting and providing advice to the Strategic 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 part of the SLT will shape and develop the College's strategic ambition and successfully manage its implementation as it relates to finance. Working with the VP Finance and Corporate Services and other members of the SLT, this post will develop a service led financial culture that enables the successful delivery of our strategic ambition. This will be instrumental in driving the financial systems and practice within the Finance Department and the wider College environment.

The post holder is the lead for financial planning, budgetary control and reporting systems, and annual accounts. This will include taking ownership of Financial policies and procedures, student funding, procurement and being the departmental lead on fraud prevention and transformational change.

Main Duties and Responsibilities

1. Strategic Management and Planning

- As an advisor to the SLT, contribute to College strategy, planning and management.
- Create and maintain a service management culture and approach within the finance team.
- Assess the potential impact of internal and external developments, making recommendations to the SLT.
- Strategic oversight of all external funding including bids and reporting.
- Prepare the financial plan, and ensure regular forecasts prepared.
- Report on financial performance to the SLT.
- Identify risks to achievement of financial targets, short and medium term.
- Act as Finance representative on selected College committees.

- Represent the College externally with auditors and other agencies.
- Attend meetings of Board Committees, if required.
- Deputise for the Vice Principal Finance and Corporate Services.

2. Financial Management and Control

- Ensure effective liaison between finance staff and budget holders, providing financial advice, supportive challenge, and instruction if necessary to managers and staff.
- Ensure preparation of monthly finance reports. Provide narrative on significant movements and variances.
- Ensure that Financial Regulations, Policy and Procedure manuals are refreshed regularly and reflect best practice.
- Prepare course costings including templates for planning purposes.
- Provide financial leadership for service agreements and third party contracts
- Manage delegated departmental budgets.
- Ensure that financial transactions are accurately and promptly processed.
- Operational liaison with internal and external audit. Maintain the audit follow up system and reporting.
- Collate the College annual accounts (and working papers) compliant with accounting and SFC requirements.
- Ensure compliance with SFC Student Funding policy and procedures.
- Prepare appropriate SFC and other external returns in association with Vice Principal - Finance and Corporate Services.
- Ensure technical updates are circulated and document evidence of implementation as required.
- Maintain up to date and accurate signatory list.
- Manage banking arrangements and cash flow.
- Ensure that VAT returns are prepared accurately and submitted timeously.
- Be the College counter fraud champion.

3. Leadership, development and improvement of organisational efficiency

- Prepare and implement annual enhancement and improvement plan for the department.
- Drive transformational change in financial processes and reporting, maximising the use of electronic solutions based on best practice and lean principles.
- Participate in benchmarking activities, working collaboratively to make recommendations for change.
- Manage the department, working with middle managers to manage day-to-day operations. Identify appropriate training and development needs for the department and lead on developmental activities.
- Ensure that budget managers are aware of their obligations.
- Provide training and support for non-finance staff in the implementation of financial policies and procedures.
- Represent the College at external events, making recommendations to management, as appropriate.
- 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

- Ensure behaviour is in line with College Vision, Values and Behavioural standards.
- Ensure compliance with College policies, procedures and the implementation of decisions of the College.
- Adopt flexible working methods to meet the changing needs of the College.
- Maintain knowledge of regulatory framework and accounting standards.
- Develop and maintain professional standards and expertise by undertaking relevant professional development.
- 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

KNOWLEDGE		Essential or Desirable
	Current knowledge of financial reporting standards	Essential
	Understanding of public sector accounts / regulatory frameworks	Essential
	Understanding of opportunities and challenges within the sector	Desirable
	Knowledge of Further Education finance in Scotland	Desirable
	Understanding of best value not just surplus	Desirable
	Knowledge of public sector procurement cycle	Desirable
	Understanding of fraud risks for public bodies	Desirable

EXPERIENCE		Essential or Desirable
	Substantial relevant post-qualification experience	Essential
	Demonstrated experience of financial planning, budgeting and reporting	Essential
	Track record of creating integrated reports which measure performance and provide information for decision making	Desirable
	Experience of Further Education Colleges	Desirable
	Experience of leading projects across organisations	Desirable
	Experience of compiling / critiquing / reporting on business cases	Desirable
	Experience of working with auditors and supporting committees	Desirable

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Engaging and inspiring team leader, building networks	Essential
	Shows a strong desire to add value, and problem solve	Essential
	Excellent written and oral communication, articulate and credible	Essential
	Able to explain complex information and influence outwith finance	Essential
	Makes decisions in a way that is transparent and engaging	Essential
	Articulates need for change and has effective strategies for conflict resolution	Desirable

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Resilient	Essential