BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Head of Finance
Post Holder	
Accountable To	Vice Principal - Finance and Corporate Services
Responsible For	Managing the College's Finance and Procurement functions, including management and financial reporting and provision of support to the Executive Team via the Vice Principal - Finance and Corporate Services.
Department	Finance

Overall Purpose of Job

Operational management of the College's Finance Team.
Provision of accurate and timely financial information to a range of stakeholders.
Implementation of the financial strategy.
Put in place financial policies and procedures and ensure compliance, financial control, continuous improvement and effectiveness.
Support the Executive and Senior Leadership Teams and Regional Board on issues relating to financial management.

Main Duties and Responsibilities

1. Operational Management and Planning

a. Provide leadership to the Finance Team and support the Vice Principal - Finance and Corporate Services.
b. Provide a proactive business partnering service that is adequately resourced.
c. Contribute to College-wide strategy, planning and management, attending the Senior Leadership Team, as required.
d. Act as Finance representative for the College internally and externally, as required by the Vice Principal - Finance and Corporate Services.
e. Support the delivery of the Financial Strategy and prepare and deliver operational and development plans for the Finance Department.
f. Attend appropriate meetings of Regional Board Committees, as required.
g. Management of delegated departmental budgets.
h. Ensure compliance with all applicable legislative requirements eg GDPR, Health and Safety.

2. Financial Management

i. Prepare appropriate SFC (Scottish Funding Council) and other external returns

for review by the Vice Principal - Finance and Corporate Services eg Financial Forecast and Mid-Year Returns, Resource Return, annual Accounts Return, VAT return, cash flow forecasts and others as required.

j. Prepare the annual financial statements for the College and any subsidiaries, ensuring compliance with the Government Financial Reporting Manual, Scottish Public Finance Manual, the Further and Higher Education SORP, the Accounts Direction issued by the SFC and other relevant financial reporting standards and guidance.
k. Ensure that the financial information presented in the annual financial statements is accurate and complete and prepare appropriate working papers for the annual external audit. Key contact for external auditors.
l. Prepare the annual revenue and capital budgets and longer-term plans for the College and any subsidiaries, for review by the Vice Principal - Finance and Corporate Services.
m. Produce monthly management accounts and financial forecasts for the College. Identify any risks and investigate any variances, in collaboration with budget holders across the College.
n. Ensure that appropriate reports are provided to the Vice Principal - Finance and Corporate Services as required.
o. Develop and implement financial regulations and other guidance, processes and procedures for the College, ensuring effective financial controls are in place and adhered to, and that all transactions are correctly accounted for.
p. Develop financial models to ensure costs and resources are allocated correctly and financial contributions made for SFC, non-SFC and commercial income.
q. Respond appropriately and timeously to findings from internal and external audit reports.
r. Provide advice, guidance and training to budget holders and other colleagues to ensure application of good financial management principles by budget holders and achievement of best value.
s. Draft Board and Committee papers for review by the Vice Principal – Finance and Resources and attend Board/ Committee meetings as required.
t. Ensure the proper management of the College's Procurement function, including the application of applicable European, UK and Scottish legislation and internal policy and procedures.
u. Support the financial aspects of major capital, business plans and other projects, ensuring procedures are in place to enable the application of project accounting principles to externally funded initiatives and internal projects.
v. Encourage and promote the generation of commercial and other non-SFC income.
w. Provide systems administration for all finance modules within College information systems.

3. Leadership, development and improvement of organisational efficiency

x. Deputise for the Vice Principal - Finance and Corporate Services on financial matters, as required.
y. Line management responsibility for all Finance Team staff, including identifying appropriate training and development needs for the team and leading on developmental activities as appropriate.

z. Ensure compliance with College policies, procedures and the implementation of decisions of the College.
aa. Develop constructive working relationships with colleagues and external partners.
bb. Ensure compliance with Generally Accepted Accounting Practice (GAAP) and other financial standards, guidance and best practice applicable to the College.
cc. Manage the continuing development of the College's accounting software, including e-Procurement capability and management reporting.
dd. Ensure communication and culture is good within the Finance Team and that the College values are demonstrated.
ee. Ensure that the Finance Team is as efficient and effective as possible, encourage innovation and drive forward continuous improvement initiatives.
ff. Represent the College at appropriate external networking events, making recommendations on the outcomes to College management, as appropriate.
gg. Assess the potential impact of external developments, making recommendations to the College Executive and Senior Leadership Teams.
hh. Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Vice Principal – Finance and Corporate Services.

4. Personal and Professional Development

ii. Adopt flexible working methods to meet the changing needs of the College.
jj. Develop and maintain quality standards appropriate to the post.
kk. Develop and maintain professional standards and expertise by undertaking relevant professional development.
ll. Maintain knowledge of regulatory framework and accounting standards.

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
SCQF 11 Degree or equivalent in a relevant discipline		Desirable

KNOWLEDGE		Essential or Desirable
Comprehensive and up-to-date technical accounting knowledge, awareness and understanding of relevant legislation and accounting standards		Essential
Strong understanding of financial governance and risk management.		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
Excellent track record of providing a range of services in relation to financial management in a large, multi-functional organisation		Essential
Significant demonstrable post-qualification experience		Essential
Experience of taking an organisational lead in financial reporting, including production of budgets, forecasts and management and statutory accounts and analysis of results to provide accurate and timely information		Essential
Demonstrable experience of leading a customer focused and results driven Finance function in a medium to large organisation		Essential
Experience of leading projects across organisations		Essential
Experience of interrogating complex information and the financial aspects of business plans, supporting major projects and providing constructive challenge		Essential
Experience of developing and managing financial reporting systems, working with data systems and creating useful reporting which measures performance		Essential
Experience of constructive working relationships with internal budget holders and external stakeholders		Essential
Experience of working in a Finance Team in Further Education Colleges		Desirable
Experience of change management		Desirable

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INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Excellent communication skills – verbal and in writing		Essential
Demonstrate the College values and positive behaviours		Essential
Coaching and Supportive leadership style		Essential
Lead with integrity and authenticity		Essential
Self-motivated individual, demonstrating drive		Essential
Team player		Essential
Collaborative and solutions focussed mind set		Essential
Determined and focused on achieving deadlines		Essential
Independent and creative thinker		Essential
Reflective practitioner		Essential
Sound analysis and judgement in making decisions		Essential
Effective influencing and negotiating skills		Essential
Ability to explain detailed financial information to non-finance professionals		Essential

OTHER ABILITIES/QUALITIES		Essential or Desirable
Ability to work under pressure and manage competing priorities		Essential
Maintain confidentiality		Essential
Resilient		Essential
Strong IT skills – using excel to an advanced level, a range of financial information systems		Essential