



## DESCRIPTION OF POST

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| <b>Job title:</b>             | <b>Finance &amp; Resources Manager</b>                  |
| <b>Size:</b>                  | Full time   |
| <b>Conditions of Service:</b> | Local Government  |
| <b>Scale:</b>                 | <b>Business Support Grade LBR10, Scale Points 30-32</b> |

**Directly responsible to:** Principal

### A. Overall Purpose of Job

1. To provide risk and financial analysis and guidance on all activities, plans, targets and business drivers
2. To ensure the regulatory requirements of all statutory bodies are met
3. To lead and manage the budget, finances & resources, formulating annual budgets and targets advising Governors and the senior team
4. To lead and manage staffing, payroll and safer recruitment

The post-holder will have line management responsibility for Finance, Staffing & Facilities

### B. Main duties and responsibilities

#### *Strategic*

1. To assist the Principal in business planning in response to funding body requirements
2. To support the Principal ensuring effective organisation and deployment of physical and human resources
3. To plan, develop and implement an overall risk management process
4. To work with the Principal and SLT ensuring the delivery of a balanced budget, optimising financial performance, challenging costs and ensuring the correct controls are in place appropriate for meeting financial targets and taking opportunities for diversification of income and growth

#### *Operational*

5. To manage the development and operation of Finance, Staffing and Facilities to ensure outstanding service for Governors, staff and learners
6. To be the designated authorising officer for all financial and staffing transactions, liaising with LBR Finance and HR officers where appropriate
7. To assess and identify potential risks that may impact on reputation, safety, security and financial prosperity of the service and maintain the risk register reporting regularly to SLT and Governing Body
8. To ensure financial systems and controls are robust, compliant and support current activities and future growth
9. To produce a sound annual budget and spending plan which represents strategic priorities and objectives as laid out in the Institute Strategic Plan and Quality Improvement Plans
10. To undertake regular monitoring and reporting of income and expenditure against budget to SLT and Governing Body recommending remedial action as appropriate; presenting year end accounts and annual budget to Governing Body
11. To take responsibility for all cash management policies and procedures
12. To provide financial information, forecasts and advice including option appraisals as requested by the Principal and Governors to support decision making
13. Ensure preparation for and compliance with External Audit requirements acting as main point of contact
14. To work with the Facilities Manager to ensure improvements to the learning environment and site maintenance and safety are paramount
15. To prepare monthly and annual financial returns in line with Council procedures and act as the link officer
16. To manage the financing and procurement of resources in line with Institute and local authority policies and procedures
17. To provide oversight of financial aspects of subcontracting, service level agreements with partners and externally funded projects
18. To work with Curriculum teams to support income-generation strategies and activities
19. To confirm appointments and arrange for contracts and other documentation to be issued
20. To maintain the Single Central Record in accordance with Ofsted, DfE and other regulatory requirements and to ensure organisation charts and other records are up to date



21. To ensure all staff sickness absence is entered onto iTrent and properly accounted for by managers
22. To ensure the register of pecuniary interests of staff is maintained and regularly reviewed
23. To act as the named contact for Freedom of Information
24. To develop and maintain business continuity plans
25. To ensure efficient and effective running and maintenance of both administrative and teaching networks
26. To ensure compliance with legislation, external body requirements and Institute policy and procedures updating key policies under area of responsibility
27. To maximise the income generating potential of the main campus
28. To work with the Facilities Manager to ensure the best possible learning environment, resources including IT equipment represents best value and are directed towards supporting learning
29. To work with the Facilities Manager to determine an annual operational calendar in line with the needs of the service

#### *Staff management*

30. To provide direct line management to operational teams in Finance, Staffing & Facilities
31. To improve communication across the Institute ensuring staff are fully informed and involved in developing effective ways of working together to achieve outstanding results
32. To oversee the recruitment, organisation, performance, training and development of all staff employed within the operational teams ensuring they have the required knowledge, understanding and skills to deliver their responsibilities effectively
33. To implement regular performance monitoring and accountability processes that ensure continuous improvement in customer service

#### **C. General Duties**

1. To support the effective safeguarding of all young and vulnerable learners
2. To act as Duty manager on term time evenings and Saturday mornings in line with the duty manager rota
3. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
4. To positively promote the Institute in all contact and communication with the public and learners
5. To follow all Institute policies and procedures
6. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times



**D. Person Specification: Finance and Resources Manager**

| <b>Specification</b>  | <b>Essential</b>   | <b>Desirable</b>  |
|---|--|---|
| <b>Education and Training</b><br><br><i>Formal qualifications and relevant training</i> | <ol style="list-style-type: none"> <li>1. Degree or professional qualification at level 4 in finance/accounting or business management</li> <li>2. Maths and English at Grade 9-5 (A* - C) or equivalent</li> </ol>  | <ol style="list-style-type: none"> <li>1. Qualified accountant (ACA/ ACCA/ CIMA/ CIPFA)</li> <li>2. School Business Management Diploma</li> <li>3. Safeguarding and Prevent Duty</li> <li>4. Evidence of CPD in leadership/management</li> <li>5. Risk management</li> <li>6. GDPR</li> </ol> |
| <b>Experience</b><br><br><i>Ability to undertake duties of the post</i>                 | <ol style="list-style-type: none"> <li>1. Presenting reports to SLT and Governing Body that are credible and able to demonstrate the financial position of the organisation through the use of innovative reporting tools targeting a non-financial audience</li> <li>2. Sound experience of managing the finances of a large and diverse organisation within regulatory guidelines and use of ICT based financial management systems</li> <li>3. Experience of successfully managing external audits</li> <li>4. Leading and managing a range of business support staff teams</li> <li>5. Implementing safer staff recruitment practices</li> <li>6. Developing and maintaining relationships both within an organisation and with external partners and organisations</li> </ol> | <ol style="list-style-type: none"> <li>1. Sector experience within FE or ACL</li> <li>2. Successfully managing change</li> <li>3. Experience of delivering staff training and presentations</li> </ol>  |
| <b>Skills and Knowledge</b>   | <ol style="list-style-type: none"> <li>1. High level of competence in excel spreadsheets</li> <li>2. Good report writing skills</li> <li>3. Understanding of equalities, safeguarding, counter terrorism and DDA legislation</li> <li>4. Understanding requirements of GDPR in relation to role</li> <li>5. Understanding of the post 16 funding landscape and sound knowledge of national policy relating to adult learning</li> <li>6. Developing, implementing and monitoring quality improvement processes</li> </ol>  | <ol style="list-style-type: none"> <li>1. Understanding of OFSTED Education Inspection Framework (EIF)</li> </ol>   |
| <b>Personal Qualities</b>   | <ol style="list-style-type: none"> <li>1. High level communication skills both oral and written</li> <li>2. High integrity and openness combined with commitment to good governance</li> <li>3. Ability to lead and inspire teams</li> </ol>   |   |



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|  | <ol style="list-style-type: none"><li>4. Positive, energetic and proactive approach</li><li>5. Highly organised and with the ability to prioritise complex workload</li><li>6. Attention to detail</li><li>7. Ability to work under operational pressure, delegate effectively and meet deadlines</li><li>8. Reliable with a flexible approach to working hours</li><li>9. Reflective practitioner able to develop own skills and seek advice from a variety of sources</li><li>10. Committed to developing the success and wellbeing of others</li></ol> |  |
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