

JOB DESCRIPTION

Post Ref:	1897
Post Title:	Financial Controller
Grade:	Management Scale
Responsible to:	Chief Operating Officer
Responsible for:	Senior Finance Business Partner, Finance Business Partner, Accounts Assistant x 2, Accounts Apprentice

COLLEGE VISION, MISSION AND VALUES

“Brilliant Today, Better Tomorrow”

“To inspire lifelong learning, growing people to be their brilliant best, energising communities and brightening all of our futures.”

Bravery, Respect, Inspiration, Growth, Hope, Truth, Energy, Nurture

JOB PURPOSE

To provide a comprehensive, high quality and professional financial management control service to Boston College. The post-holder will act as a key adviser on financial issues and will play a significant role in ensuring effective financial stewardship and seeking opportunities to improve systems and processes to enhance the student experience. The post-holder will need to be proactive in managing finances to support the College to achieve its strategic objectives.

To lead the production of all financial management information for the college. To continuously review and update the format of the management accounting information for the college and the Group to ensure that is appropriate for decision making by management.

To be responsible for providing strong capable leadership and day-to-day operational direction to the finance department, working collaboratively supporting academic and support colleagues to achieve goals set out in the financial strategy.

Exhibit behaviours and an approach conducive to a “service” relationship that is responsive to users, helping to enhance the student experience and improving the college transactional processes.

KEY TASKS AND RESPONSIBILITIES

Leadership

1. To play a key and proactive role with the College Leadership Team and support the Chief Operating Officer to achieve the strategic aims and objectives of the college.
2. To lead and manage the finance department, providing guidance, mentorship, and fostering a collaborative and results-driven work environment.

3. To ensure the ongoing development of the finance team and motivation and encouragement of their development through effective performance reviews.
4. To lead the Finance Business Partners in providing proactive financial guidance to the various departments, aligning financial strategies with organisational goals.
5. To work closely with the College Leadership Team and College managers to provide a high-quality financial management, support and advice service to colleagues ensuring that appropriate financial controls are in place and accurate financial information is always available.

Financial Planning and Budgeting

1. To support the Chief Operating Officer in the development of the financial strategy to support the college's strategic and operating plans.
2. To support with the development of the annual budget, forecasts, and financial plan for the college, including the production of draft budgets and draft quarterly forecasts, and to liaise with budget managers to ensure that plans effectively support the delivery of the strategic and curriculum plan.
3. Ensure realistic capital and revenue budgets are prepared, communicated, and understood for the college to meet its financial targets.
4. Support the development and produce of in-year and future years financial forecasting to support the assessment of financial performance and management of college financial health.
5. Assess and review college financial health in line with funding body requirements.

Reporting Financial Performance

1. Development of a process to report and manage in year financial performance through providing of timely accurate impartial financial advice and information to ensure that the college meets its objectives.
2. To produce the draft monthly management accounts and financial dashboard, including 24-month cashflow forecast and detailed financial report for subsequent review by the Chief Operating Officer.
3. To be responsible for ensuring monthly management accounts are provided to all budget holders, and that financial information is shared and communicated appropriately across the organisation.
4. Preparation of reforecast income and expenditure account at least quarterly for inclusion in the monthly management accounts.
5. Preparation of draft annual financial statements in accordance with FRS102 and sector specific SORP. Ensuring that other financial statements and grant claims meet relevant requirements and are accurate, complete, and timely.
6. Interpretation and implementation of the new college handbook for the 2024/25 financial year.
7. Provide financial inputs into contract meetings, performance management reviews, CLT and budget holder meetings.
8. Ensure that appropriate management accounting systems, functions and controls are

in place to capture and report financial performance in an effective and efficient manner.

9. To manage the college's VAT liabilities.

Funding, data management, audit compliance and financial control

1. Assist in the implementation of an appropriate control environment and effective internal controls which provide at least reasonable assurance of effective operations and compliance with laws and regulations.
2. Implementation of systems and process to capture funded activity in line with funding body requirements.
3. To develop and review the college financial regulations and monitor implementation and staff compliance.
4. Maintain statutory records and prepare returns and submissions relating to the college's finances and transactions as required, including but not limited to: HMRC, ESFA, DfE, GLLEP, pension agencies, Local authorities.

Cashflow and treasury management

1. Manage and forecast college working capital requirements and cash in line with available banking facilities and business plan needs, developing banking relationships which support the college's objectives.
2. Operate the college treasury management function.

Financial and corporate resource systems

1. Set a strategy for systems development to drive greater efficiency and effectiveness.
2. Ensure that appropriate financial management and information systems, functions and controls are in place for staff across the college and that they support staff to effectively deal with students and members of the public.
3. Maintain the college's asset register and ensure appropriate recording of capital purchases and disposals in line with accounting policies.
4. To ensure the ongoing enhancement and development of the finance system and related processes, improving the efficiency of the college.

Audit Responsibilities

1. Ensure all working papers and financial statements provided to auditors are accurate and timely.
2. Liaise with internal and external auditors to plan and coordinate the external and relevant internal audit activities.
3. Ensure that all recommendations made by internal and external auditors are appropriately acted upon by responsible staff across the college.

Other responsibilities

1. To develop and deliver financial training for the college, including budget holder training, financial regulations, and accounting policies.
2. To manage the college's procurement activities and support the negotiation of contractual arrangements for the procurement of a range of goods and services and maintain compliance with the relevant rules and regulations.

3. To deputise for the Chief Operating Officer in the strategic financial and risk management of the College and to represent the college to maintain and develop effective relationships with stakeholders.
4. To carry out any other duties commensurate with the post.
5. To ensure full compliance with all college procedures and systems.
6. To perform the role of Bronze Commander in line with the Business Continuity policy and plans.

OTHER RESPONSIBILITIES

In common with all other employees of the College, the postholder is expected to: -

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedures.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.
5. Take a proactive role in the maintenance of acceptable standards of learner behaviour.
6. Contribute to the development and delivery of the Strategic Plan through our 5 Pillars and to the achievement of the objectives contained therein.
7. To make a full contribution and evidence impactful activity to drive the Equality, Diversity and Inclusion agenda.
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake training and development to fulfil mandatory legislative duties for compliance including for GDPR.
10. To undertake any other duties considered commensurate with the level and responsibility of the role.
11. All employees will adhere to all the College ISO standards.



APPLICATION GUIDANCE

To ensure we have the right people, with the right skills in the right roles, a competency-based approach is integrated into our selection process at the College. Put simply, this means that for each role there is a person specification detailing specific criteria and competencies (or behaviours), which we believe are essential if the job is to be performed well.

The document overleaf entitled 'Financial Controller: Person Specification' provides details of the specific criteria and competencies attached to this post. In the initial application, you are asked to show how you feel you meet these requirements. It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match. *If you do not meet the 'essential criteria' your application will not be considered for shortlisting.*

Please visit www.boston.ac.uk to complete an online application form.

Once completed, your application should be submitted as soon as possible.

Financial Controller: Person Specification

1. ESSENTIAL CRITERIA	SOURCES OF EVIDENCE		
	Application	Task	Panel Interview
Technical & Professional Qualifications:			
Full membership of a CCAB institution (ACCA/ACA/CIMA/CIPFA (or equivalent))	✓		
English and Maths to at least Level 2.	✓		
Significant technical knowledge and experience in Accountancy	✓	✓	✓
Strong IT Skills	✓		
Skills:			
Excellent written and verbal communication skills	✓	✓	✓
Ability to build positive relationships.	✓		✓
Self-managing/reflective.	✓		✓
Meticulous attention to detail.	✓	✓	
Ability to facilitate understanding of technical issues and implications for colleagues without a financial background	✓	✓	✓
Be able to fully engage with College's wide-ranging and developing business ventures	✓		✓
Experience:			
Senior finance experience within a large/medium sized complex organisation.	✓		✓
Experience of communicating complex matters to all stakeholders.	✓		✓
Experience and knowledge of the principal finance functions including financial planning, budgeting, producing final accounts, management accounts, project appraisal, investment management, performance management, procurement, costing and internal and external audit	✓		✓
Successfully leading and managing a group of staff.	✓		✓
Establishing and managing financial systems, including the application of information technology to the finance function.	✓		✓
Knowledge:			
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and vulnerable adults	✓		✓
2. COMPETENCIES			
Decision Making Identifies and understands issues, problems and opportunities. Compares data from a range of sources to reach conclusions; uses effective approaches for choosing a particular action or developing solutions; takes action that is consistent with available facts, constraints and probable consequences.		✓	
Planning and Organising Effectively managing own time and resources to ensure that work is completed efficiently.		✓	
Work Standards Sets high standards for self and others, assumes responsibility and accountability for completion of tasks on behalf of the team.			✓
3. DESIRABLE CRITERIA			
Previous experience of working in education or training.	✓		
An awareness of the importance of Equality & Diversity	✓		✓