



JOB DESCRIPTION

POST TITLE	:	Finance Manager
SALARY	:	Up to £ 54,402
RESPONSIBLE TO	:	Head of Finance
CLOSING DATE	:	5.00pm, Monday 11 May 2026
INTERVIEW DATE	:	Thursday 21 May 2026

Main Purpose of the Post

To work with the Head of Finance in the financial and management accounting of the College and to actively contribute to a customer orientated approach within the department.

Responsibilities

- 1 To assist in the preparation of the College budget.
- 2 To be responsible for monitoring specific sections of the College's budget and regular effective liaison with departmental Managers.
- 3 Preparation of monthly management accounts.
- 4 To work with the Head of Finance on developing and embedding a costing model for budget holders.
- 5 Authorisation of banking journals and general ledger postings.
- 6 Balance sheet reconciliations.
- 7 To Co-ordinate the business partnering with budget holders.
- 8 Treasury management and cash forecasting.
- 9 To be familiar with and interpret financial regulations and procedures.
- 10 To assist in the continued development of financial systems.
- 11 To assist in the preparation of annual accounts and other financial returns.
- 12 Liaison with both internal and external auditors.
- 13 Administering specific income streams.
- 14 Overseeing the bank reconciliation process and monthly accruals schedules.

- 15 Reconciling fixed asset and capital grant transactions.
- 16 Monitoring of specific grant income streams.
- 17 Undertake a programme of ad hoc tasks as required by the Head of Finance
- 18 Supervision of other Team members.
- 19 Operation of all the above in line with College Financial Regulations.
- 20 Contribute and operate to the College and Finance Departments Customer Services and Quality Standards
- 21 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 22 To carry out such other duties as the Principal may reasonably require.

HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Finance Manager

DIVISION: Finance

<u>QUALIFICATIONS</u>		Essential (E)/ Desirable (D)	To be identified by:
1	Good general education including (including GCSE Maths A-C)	E	Application form
2	Possess a recognised Accounting Qualification (ACA, ACCA, CIMA)	E	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	Ability to work on own initiative and as part of a team	E	Application form/ Interview
2	Excellent written and oral communication Skills (including telephone)	E	Application form/ Interview
3	Excellent record keeping	E	Application form/ Interview
4	Experience of budgeting and accounting processes	E	Interview
5	At least 2 year's experience of working in a financial environment	E	Application form/ Interview
6	Excellent organisation and planning skills	E	Application form/ Interview
7	Awareness of Safeguarding Legislation	D	Application form/ Interview
8	Ability to interpret financial data	E	Application form/ Interview

EXPERIENCE

1	Experience of working within Education	D	Application form
2	Experience of Microsoft Office applications	E	Application form/ Interview
3	Experience of applying financial procedures	E	Application form/ Interview
4	Experience of working to set deadlines	E	Application form/ Interview
5	Experience of producing Management accounts	E	Application form/ Interview
6	Experience of appraising financial information for decision making	E	Application form/ Interview

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/ Interview
3	Good team working skills and commitment to Team working	E	Application form/ Interview
4	A commitment to ongoing professional updating	E	Application form/ Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment



**Note this does not affect any individual's rights under the Equality Act 2010, the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*