MOORLANDS COLLEGE

Job Description and Person Specification

Job title:	Finance Manager
Reporting to:	Chief Financial and Operating Officer (CFOO)
Staff reporting:	Finance Assistant
Based:	Moorlands College Christchurch. Hybrid working may be available for up to one or two days a week.
Hours:	Full Time or 4 Days per week (32-40 hours per week)
Purpose:	To manage the day-to-day financial operations of the College, providing accurate, timely, and compliant financial administration, reporting, and control processes in support of the CFOO. To drive the continuous improvement of financial systems and processes.

Key Duties

The Finance Manager will be responsible for the oversight and management of the following functions:

1. Accounts Payable

- Overseeing the payment of supplier invoices, including obtaining appropriate authorisation, checking invoices against goods received documentation, initiating payments on a timely basis, responding to supplier queries, and maintaining supplier records.
- Monitoring and verifying payments made to suppliers via Direct Debit and College cards, ensuring appropriate authorisation and supporting documentation is held.
- Administering the reimbursement of expenses incurred by staff on College business, ensuring claims are appropriately authorised, evidenced, and paid in a timely manner.

2. Accounts Receivable

- Managing student invoicing, including checking student status, programme of study, loan arrangements, and fee liabilities; raising and issuing invoices; monitoring receipts; and responding to student account queries.

- Raising invoices to the Disabled Students' Allowance (DSA) for learning assistance provision based on information supplied by the Student Welfare Manager, and resolving any related queries.
- Monitoring and reconciling income received from students, funding bodies, and other sources, investigating and resolving discrepancies as required.

3. Payroll and Pensions

- Administering the payment of staff wages and salaries, including maintaining employment records, obtaining appropriate authorisations, processing weekly and monthly payrolls, issuing payslips and statutory documentation (including P45s and P60s), and making payments to HMRC and pension providers.
- Managing pension administration, including maintaining employee records for automatic enrolment, pension schemes and salary sacrifice arrangements, producing statutory communications and reports, and ensuring payroll deductions reconcile with pension contributions and payments.
- Maintaining accurate payroll and pension records and ensuring compliance with relevant statutory and regulatory requirements.

4. Financial Management and Reporting

- Preparing and monitoring short- and medium-term cash flow forecasts, identifying risks and opportunities, and reporting these to the CFOO.
- Supporting the CFOO in monitoring budgets, forecasting financial performance, and overseeing the use of restricted and designated funds.
- Assisting with the production of management accounts and other internal financial reports to support decision-making.
- Supporting the preparation of annual financial statements, audit documentation, and responses to audit enquiries.
- Assisting with departmental business planning, pricing reviews, and cost-reduction initiatives.
- Writing, reviewing, and proofreading financial reports and papers for trustees, senior management, and other stakeholders.
- Working with management, auditors, HMRC, and other external bodies to report, verify, and explain financial transactions and records.

5. Financial Control, Compliance and Bookkeeping

- Maintaining complete and accurate records of financial transactions, together with supporting documentation, in accordance with audit requirements, internal controls, and regulatory standards.
- Reconciling bank accounts, credit card statements, and cash balances on a weekly, monthly, and annual basis as required.
- Supporting month-end and year-end financial processes, including journals, accruals, prepayments, reconciliations, and supporting schedules.
- Maintaining and developing financial procedures and internal controls to safeguard College assets and support effective financial management.
- Ensuring compliance with HMRC, Companies House, Charity Commission, Office for Students, Student Loans Company, and other applicable statutory and regulatory requirements.
- Acting as a key point of contact for staff, students, auditors, banks, pension providers, and external agencies on financial matters.
- Supervising the work of any financial support roles, including the Finance Assistant, where applicable.

Limits of Authority

- Any purchasing to be agreed with budget holder

Additional Information

- Should be sympathetic to the ethos of Moorlands College as a Christian Training Centre

June 2026

Criteria - Finance Manager	**Essential (E) Desirable (D)**
Qualifications	
• AAT Level 4 qualified or qualified by experience.	E
• GCSE (or equivalent) Maths and English at Grade C/4 or above.	E
• Part-qualified ACCA, CIMA, ACA or equivalent professional accounting qualification.	D
• Degree in Accounting, Finance or Business.	D
Experience	
• Significant experience in a finance role with responsibility for accounts payable, accounts receivable, payroll and bookkeeping	E
• Experience preparing reconciliations and maintaining accurate financial records.	E
• Experience supervising finance staff or coordinating the work of others.	E
• Experience working with accounting software and Microsoft Excel.	E
• Experience within a charity, higher education institution or not-for-profit organisation.	D
• Experience supporting annual audits and statutory financial reporting.	D
• Experience of management accounting and cash flow forecasting.	D

Knowledge • Sound knowledge of accounting principles and financial controls. • Good understanding of payroll administration, pensions and HMRC requirements. • Knowledge of VAT, employment taxes and financial record keeping. Understanding of internal controls and audit requirements. • Knowledge of the Charity SORP (FRS 102). • Familiarity with Charity Commission, Companies House, Office for Students and Student Loans Company requirements. • Understanding of restricted and designated funds. *PTO*	 E E E D D D
Skills and Competencies • Excellent numerical and analytical skills. • High level of accuracy and attention to detail. • Strong organisational skills with the ability to manage competing priorities and deadlines. • Excellent written and verbal communication skills. • Ability to produce clear financial reports and explain financial information to non-finance colleagues. • Advanced Microsoft Excel skills and confidence using finance systems. • Ability to improve financial systems and processes. • Report writing for boards or senior leadership teams. • Project management or change management experience •	 E E E E E E D D D
Personal qualities • High level of integrity and discretion when handling confidential financial information. • Self-motivated and able to work independently. • Collaborative approach with a commitment to excellent customer service. • Proactive with a continuous improvement mindset. • Able to remain calm under pressure and meet deadlines. • Able to lead change and supporting organisational improvement. • Ability to mentor and develop other staff	 E E E E E D D
Other Requirements • Willingness to undertake training and continuous professional development. • Right to work in the UK. • Active membership of a professional accounting body	 E E D