Job Description: Head of Financial Accounting

Job Description and Person Specification

1. Job Details

- Job title:	Head of Financial Accounting
- Department / Directorate:	Finance / Resources
- Reporting to (job title):	Director of Resources
- Job Grade:	Grade 7

2.Dimensions

1. Budget responsibility: £57m (balance sheet assets)

2. Number of direct/indirect reports: 6 (5.2 FTEs)

3. Size/scope of projects or services managed: This role looks after the ledger accounting of the whole college including consolidation of the Charity, Subsidiary and the Malaysian company.

4. Geographic coverage: United Kingdom & Malaysia

3. Job Purpose

A concise statement describing why the job exists and its overall contribution to the organisation.

- Responsible for the overall management and performance of the financial accounting and transaction processing departments of the college, working with the Head of Reporting to achieve joint goals.

- Takes responsibility for managing all technical accounting, overseeing transaction processing systems; investigating, interpreting and advising on highly complex issues and provides corporate reports/ strategic financial and business planning advice in these areas.

- Ensures all statutory accounts and returns are accurate, meet financial timescales and legal requirements, interpreting these where necessary.

4. Key Accountabilities and Responsibilities

List of the main duties and responsibilities:

- Produce the annual financial statements (group and single entity) and associated notes within the necessary timeframes. Taking ownership of the full document and working with other stakeholders to collect contributions and comments for the annual report and other statements included. Liaise with staff across the group, and the external audit team to ensure that all necessary information is provided in a timely manner.

- The preparation and submission of Scottish Charity Regulator (OSCR) and Companies House returns, and other regulatory bodies returns, in accordance with published procedures, standards and timescales.

- Perform regular reconciliations on a variety of control accounts developing an excellent understanding of how various systems feed into the general ledger and being able to identify and correct errors, providing education and training where necessary.

- Maximise the financial wellbeing of the College in the short, medium and longer term by means of effective treasury management in accordance with the Treasury Management Policy, and management of relationships with bankers and investment brokers on behalf of the College. Oversee the primary administrator for on-line banking portals, and bank mandates to ensure appropriate controls are maintained.

- Ensure compliance with VAT regulations in recording all transactions and manage and review the production and submission of all indirect tax returns, including quarterly VAT returns; Corporation Tax return where applicable and other returns required by HMRC.

- Ensure maximisation of tax recovery across the group, in line with HMRC regulations.

- Creating, implementing and maintaining effective policies and procedures to continuously improve the effectiveness and efficiency of the Financial Accounting team.

- Lead, motivate and develop relevant staff ensuring their performance is managed in accordance with College HR policies, motivating them and ensuring their development needs are met.

- Lead the development and maintenance of the financial systems, working with the Head of Reporting, to ensure maximum efficiency for both accounting and financial reporting is achieved.

- Lead or be a contributory member of internal and cross functional teams and working groups as required.

- Deputise for the Director of Resources, including representation at meetings in a financial advisory capacity and leading on or assist on project work as directed.

5. Impact of the Role

This role ensures that the information contained within the accounting system is accurate, timely and complete. The team input the £21m of income and £21m of expenditure and the team also maintain the £57m balance sheet.

If this information is inaccurate then the SLT and Trustee Board could make poorly informed decisions.

The postholder is also responsible for ensuring that proper accounting treatments are used for each type of asset or liability and must stay up to date with regulations, in particular FRS102 the Charity SORP abd OSCR requirements. The audit opinion depends on this being the case.

The postholder presents papers on their own areas of expertise at the Strategy, Estates and Finance Committee, the Investment Committee, Audit Committee and SLT.

The Post Holder will deputise at SLT as required.

6. Communication Requirements

Key contacts/ Relationships

- Director of Resources.
- Chair of SEFCO.
- SLT
- Head of Financial Reporting and Analysis.
- Heads of Departments within the Group
- Commercial Director of SQ.
- Other finance staff to ensure processes are working well and timetables are achievable.
- Service leads to ensure new or emerging projects are properly treated within the accounting records.
- External audit
- External consultants including around complex areas such VAT, other tax, payroll, investments and other financial matters

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7. Innovation and Problem Solving

- Managing conflicting priorities for limited resources to meet growing organisation demands for professional support across all areas.
- Troubleshooting and escalating to the Director of Resources, if appropriate.
- Ensuring that the post-holder keeps up to date, interpreting complex financial requirements into practical solutions for the College.
- Re-prioritising as necessary to meet operational needs and key performance indicators.

- Deciding, in consultation with others, on processes and procedure relating to financial management
- Agreeing performance targets and personal development needs.

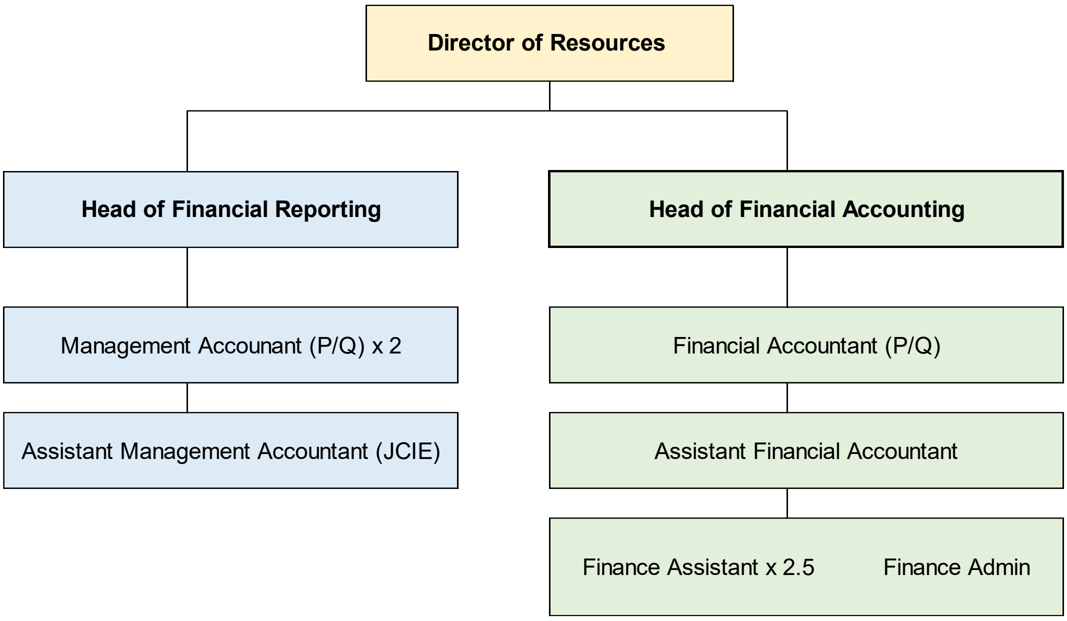
8. Knowledge, Skills & Experience

- Highly developed specialist knowledge, underpinned by theory and experience.
- In depth specialist knowledge of financial and accounting procedures, financial aspects of charity legislation and finance policies; advises finance and non-finance managers on matters relating to their own area, providing detailed advice and guidance.
- Professional Accountancy Qualifications plus knowledge, experience and expertise in a financial management and
- Experience of staff management and team building.

9. Risk and Working Conditions

1. Office/ home based on a hybrid model
2. Combination of sitting, standing, walking.
3. Light physical effort such as to light lifting
4. Extended periods of concentration required when inputting data, checking and reconciling information, making calculations and when answering queries from staff, colleagues/may be required to switch tasks with no notice
5. Frequent requirement to concentrate for long periods when analysing complex data, statistics and preparing financial returns
6. Occasional exposure to distressing or emotional circumstances
7. Deals with staff performance and disciplinary issues

10. Organization Chart



11. Person Specification

Qualifications

Criteria	Essential	Desirable
Degree in relevant subject	Yes	
Professional CCAB Qualification (e.g. ICAEW, ICAS, ICAI, ACCA) & CIMA	Yes	

2. Experience

Criteria	Essential	Desirable
In depth specialist knowledge of financial and accounting procedures,	Professional CCAB Accountancy Qualification plus knowledge, experience and expertise in a financial accounting and staff management Ideally at least 5 years' experience, delivering a relevant technical accounting services within FRS 102 or similar environment.	Knowledge of the charity SORP. Fixed asset accounting under FRS102 would be an advantage

	Highly developed specialist knowledge, underpinned by theory and experience. In depth specialist knowledge of financial and accounting procedures. Advises finance and non-finance managers on matters relating to their own area, Able to provide detailed advice and guidance. Strong knowledge of accounting principles, financial planning, and analysis. Proficiency in financial software and ERP systems. Advanced Excel skills for financial modelling, analysis, and reporting. Excellent analytical and problem-solving abilities. Strong attention to detail and accuracy. Effective communication and interpersonal skills to collaborate with diverse stakeholders.	
Experience in healthcare/ public sector		Yes

3. Skills & Knowledge

Criteria	Essential	Desirable
Communication & Relationship Skills	Provide and receive highly complex, sensitive or contentious information, agreement or co-operation required; Present complex, sensitive or contentious information to groups	

	Develops and delivers formal, complex financial presentations to groups of (often senior) non-finance managers, Conveys financial concepts clearly and persuasively. This job requires someone who is a hands-on individual with the knowledge, skills and aptitude to influence colleagues (who are not directly managed and are located in other areas) to contribute to projects; continuously improve practice whilst building appropriate management information tools.	
Analytical & Judgemental Skills	Highly complex facts or situations, requiring analysis, interpretation and comparison of a range of options. Analyses highly complex problems relating to business case production and analysis; multiplicity of targets, objectives and makes judgements regarding allocation of finances. Makes judgements on financial decisions and financial risk where there is no precedent and where other leading opinions may conflict. An aptitude for dealing with complex issues and limited budgets, reorganising priorities, and multi-tasking	

	on concurrent projects in a frequently changing environment is necessary	
Planning & Organisational Skills	Plan and organise a broad range of complex activities, formulate and adjust those plans as required to complete the tasks. Plans for projects which impact across the department and the organisation. Delivery of financial accounting services over the financial year for own area and organisation. Prepare plans for financial and people aspects of service provision. Contributes to short, medium and long-term financial strategy.	
Responsibility for Policy/Service Development	Responsible for policy implementation and development for financial accounting and transaction processing teams. Responsible for developing policy and procedures, which will impact across the whole organisation.	
Responsibility for Financial & Physical Resources	Budget holder for the financial accounting and transaction processing teams. Develops, monitors budget for own department, authorises spend against it. Providing financial advice to others.	

Responsibility for Financial & Physical Resources	Budget holder for the financial accounting and transaction processing teams. Develops, monitors budget for own department, authorises spend against it. Providing financial advice to others. Managing bank accounts for the College	
Responsibility for Human Resources	Day-to-day management / line manager for the Financial accounting and transaction processing teams. Responsible for day-to-day management including: recruitment (or assisting with recruitment), appraisal, discipline, training, delegation/ line manager for department.	
Responsibility for Information Resources	Adapt, design information systems to meet specifications of others. Responsible for introducing, adapting and improving financial systems in own area of responsibility, for use by others.	

4. Behavioural Competencies

Competency	Description
Teamwork	Builds and maintains effective working relationships.
Innovation	Generates new ideas and improves processes.

Communication	Conveys ideas clearly and respectfully.
Customer Focus	Puts the needs of members, customers first

11. Signature and Date

Prepared by:

Date:

Approved by:

Head of Department

Date: