

Job Description

Job Title: Assistant Director of Finance/Head of Finance (College)

Reporting to: Director of Finance
Chief Financial Officer (for specific projects)

Line Managing Responsibilities: Head of External Reporting & Processing
Senior Finance Business Partner (OHC)

Working with: College Principal & Director of Operations
External agencies and funding bodies and regulators
Trustees

General Purpose of Job:

The Assistant Director of Finance will report directly to the Director of Finance on a day to day basis but for specific projects will work under the direction of the CFO. They will be support the Director of Finance who is ultimately responsible for the effective management and development of financial resources in line with the organisation's vision. The post-holder will oversee that all relevant regulations and legislation are complied with. The Assistant Director of Finance will be key in supporting the CFO, Principals and College leadership team with implementation and actions within the five-year strategic plans for the College. In particular, the role will focus on developing the College budget and internal reporting ready for the new system implementation in August 2022 (it is expected that this will be predominantly 3 days per week of the role) as well as the development of financial systems and procedures for both organisations.

The Assistant Director of Finance will be a key contributor to provide direction and leadership for the College & Academy Trust finance teams and will be sufficiently flexible to deal with the range of challenges of a complex organisation.

Functional Links

The Assistant Director of Finance will work closely with Senior Finance Management Team and auditors and external regulators, the role will be largely external facing. The Assistant Director of Finance will be expected to work in collaboration with allied professionals and will need to maintain regular contact with a variety of bodies. These will include:

- HMRC
- EFA and other funding bodies

- Local Authorities
- OHC&AT Shared Service Teams
- Auditors and other relevant external bodies

Duties and Responsibilities

The post-holder will deputise for the Director of Finance as required.

The post-holder will be responsible for:-

Head of Finance (College) – key responsibilities

1. Lead, manage and support the College finance business partner (OHC) including review of management accounts for the College centres on a monthly basis to agreed deadlines.
2. Monitor processes in OHC team to ensure that particular attention is paid to student numbers, income, HR and staffing resources, to problem solve where there are budget variances, that HR database provides accurate financial information and that the team support budget management through meetings with the relevant Regional leads.
3. To maintain an expert up to date knowledge of relevant funding policies and regulations for funding streams relevant to both the College, to include but not limited to: High Needs/SEND funding, 16-19 funding, Apprenticeship, Traineeships and Adult Education Budget (AEB).
4. To be one of the bank signatories on the Lloyds Bank accounts for the College and actively reduce potential fraud and risk. This includes approving cheques, BACs and faster payments across all bank accounts in accordance with the financial regulations manual.
5. Work collaboratively with the MIS team for the College and other colleagues to ensure all funding returns are timely and accurate and attract the maximum entitlement of income.

OHC&AT wide responsibilities

6. Overseeing the production and preparation of the Trust and College Statutory accounts in adherence with DfE and EFA guidelines measured by clean and unqualified opinion.
7. Lead the preparation and submission of financial returns to the DfE, EFA, SFA and other relevant organisations within specific deadlines, not limited to the Academies Accounts Return, March Accounts Return, Budget Return & FMGS.
8. Oversight of monthly production of Consolidated Management Accounts Pack for Board including correct treatment of inter-company transactions for both OHCAT and OHC.
9. Development of benchmarking reports to enable the College and Academy Trust to seek value for money.

10. Responsible for ensuring compliance with regards to VAT returns, Gift Aid claims, Corporation Tax returns and other mandatory requirements manage audit thereon. Advise the Directors/Trustees on all relevant aspects of Company and Taxation Law.
11. Overseeing the preparation, management and monitoring of the College and Academy Trust budgets, five year financial plans including Consolidated I&E, Balance Sheet, Cash flow statements, commentary and dashboards for both OHCAT and OHC. Review and challenge to ensure they are robust and suitable for presentation to the Boards.
12. Drive improvements in the production of statutory and management accounts processes that enables time and headspace for the teams to focus on the strategic objectives.
13. To oversee all audit processes, ensure that recommendations are acted on and maintain the audit finding feedback report for audit committee.
14. Have responsibility to develop the Trust's financial regulations, Scheme of Delegation and Register of Interest procedures and ensure adherence to them.
15. Monitor the Trust's cash flow, ensuring that payments are made within agreed time limits and surplus funds are invested to maximise returns.
16. Monitor the Trust's investments and advise the Finance & Resources Committee on investment policy.
17. Ensure the delivery and implementation of an integrated finance system that supports service delivery for the finance teams but also the College and Academy clients.
18. To work closely with the Head of Systems & Projects on the implementation of the Financials Live for OHC. Line manage Senior Finance Business Partner OHC and External Reporting teams, including monitoring of staff performance and appraisals, annual leave, sickness, risk assessment and other relevant staff matters.
19. Provide support and challenge to the Director of Finance, CFO and Finance team by showing exceptional leadership qualities.

General Duties

1. Attendance at Committees, Full Board and other meetings to present financial information as required.
2. To carry out ad hoc projects as required by Executive Senior Leadership Team.
3. To maintain information in a confidential manner, following data protection regulations and internal guidelines on confidentiality.
4. To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.

5. To carry out all duties in accordance with OHC&AT policies, including the Equality and Diversity Policy, Child Protection and Safeguarding policies and Health and Safety Policy.
6. To maintain an expert up to date knowledge of relevant funding policies and regulations for funding streams relevant to both the College, to include but not limited to: High Needs/SEND funding, 16-19 funding, Apprenticeship, Traineeships and Adult Education Budget (AEB), providing specialist advice to the CFO/Director of Finance and key stakeholders as appropriate.