

WESSEX EDUCATION SHARED SERVICES Limited

JOB DESCRIPTION

(This is a description of the job as it is at present constituted. It may be necessary from time to time to update Job Descriptions to reflect the changing business need in consultation with yourself).

Post title:	Finance Manager
Based:	Redlands 25 Knyveton Road Bournemouth (The position operates flexibly across Member College sites and WESS) Initially based at Redlands and transferring to Brockenhurst College site during the summer of 2021
Salary:	£45,000 pa
Responsible to:	Executive Head

Overall Purpose:

To be accountable for the leadership, planning, and organisation of all finance services and related regulatory, taxation, and audit compliance.

To provide strategic business partnering, analysis and accountancy, deliver effective key customer service support, and to be responsive to performance issues.

As a Member of the WESS Senior Leadership Team to implement 'one best way' strategies, policies, and procedures, including leading the delivery of specified change initiatives.

Main Responsibilities are to:

Demonstrate exemplary personal organisation, planning and task management capabilities that get the job done.

Manage, coach, and set high expectations of employees within the span of control of the Post

Lead and manage the preparation of all financial business plans, budgets, forecasts, accounts, and audits.

Lead and manage the accurate and timely registration and submission of all statutory tax, VAT, and other regulatory returns.

Lead and manage treasury management and cashflow functions including monitoring and controls.

Provide proactive business partnering support for key senior customers.

Maintain up-to-date expert knowledge of all relevant legislative, statutory, and regulatory guidance and ensure effective and timely implementation of change.

Manage delegated budgets in accordance with College and WESS Financial

Regulations.

Analyse and specify financial technology systems development requirements.

Manage customer escalation and complaints and undertake regular performance reviews to ensure effective and efficient delivery of service.

Prepare reports for, and attend as required, Member College('s) SLT and Governors committees, and WESS Operations Group.

Other Duties

The above list of duties is not exhaustive and is subject to change. The Job holder may be required to undertake other duties within the scope of the post.

Equal Opportunities Policy Statement

WESS will seek to ensure that all existing and potential employees are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. WESS will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements that cannot be justified. WESS aims to provide an open, welcoming and safe environment for all its employees and visitors.

Experience, Qualifications and Skills and Prior Experience for the Role

Essential	Desirable	How Assessed?
Finance		
Qualified Accountant (e.g. ACCA, CIMA) with at least five years' financial accounting, budgeting, and management experience in service organisations	CIPFA	Application Form, Interview
Experience of managing VAT compliance including returns and exemptions		
Experience implementing controls and managing audit compliance		Application Form, Interview
Experience managing public sector grants and income	Further Education Sector experience and knowledge of funding rules	Application Form, Interview
Ability to maximise finance technology applications to improve service effectiveness		Application Form, Interview
Organisational		
At least 5 years' experience in relevant leadership role(s)	Experience in the education sector, or other public service organisation(s)	Application Form, Interview
Effective management of individuals and teams	Relevant qualification (e.g. MBA, CIPD etc)	Application Form, Interview

Personal		
Advanced Level qualifications or equivalent (Level 3)	Higher level qualifications in a relevant subject (Levels 4-8)	Application Form
GCSE (or equivalent) Maths and English (Level 2)		Application Form
Highly developed personal organisation, prioritisation and self-management strategies		Interview
Proactive and solutions-oriented mindset		Interview
Ability to communicate for influence at all organisational levels using a range of media		Interview
Skilful advanced use of integrated information technologies		Application Form, Assessment
Able to travel between WESS and College campuses as necessary		Application Form, Interview
Enhanced Disclosure and Barring Service clearance and other relevant safeguarding checks passed		