Management Role Specification

Role:	**Financial Accountant**
Level	**Manager**
Contract	**Manager**
Hours:	**1FTE (37 hours a week 52 weeks per annum)**

1.0 Job Purpose

The Financial Accountant plays a key role in ensuring the integrity, compliance, and accuracy of the College's financial reporting. The postholder will be a key support to the Head of Financial Controls, working to deliver statutory accounting, external audit coordination, capital accounting, tax compliance, and robust financial controls in line with the requirements of the College Financial Handbook and relevant accounting standards.

2.0 Principal Duties

Statutory Accounts & External Audit

- Support the Head of Financial Controls in the preparation of year-end statutory financial statements in accordance with Charities SORP, FRS 102, and ESFA/DfE requirements.
- Prepare year-end audit files, reconciliations, and working papers.
- Actively engage with and support the external audit process ensuring timely delivery of requested information and smooth audit completion.

Monthly & Annual Financial Reporting

- Support the Head of Financial Controls in the month end close process, ensuring accurate balance sheet reconciliations and adherence to deadlines.

Capital Accounting & Project Reporting

- Maintain and develop the College's fixed asset register, ensuring accurate recording of additions, disposals, and depreciation.
- Support financial management of capital projects, including capital funding claims and project spend reporting.

Tax Compliance

- Prepare and submit statutory tax returns, including VAT (with partial exemption considerations), Corporation Tax (for subsidiary)
- Advise on tax implications of College activities and ensure compliance with relevant regulations.

Financial Controls & Compliance

- Support the Head of Financial Controls to maintain and enhance internal financial controls, ensuring compliance with College Financial Regulations and the DfE College Financial Handbook.
- Support the implementation of internal and external audit recommendations.
- Maintain up-to-date financial procedures, process maps, and documented controls.

Support to Budget Holders

- Provide clear and timely support to budget managers as necessary.

Funding, Contract Income & Restricted Funds

- Assist in analysing and reconciling funding streams and contract income.
- Support submission of funding claims and ensure accurate allocation of funds.
- Where applicable, support management of endowments, restricted funds, and investment reporting.

Regulatory & ESFA/DfE Compliance

- Work with the Head of Financial Controls to ensure that all financial activities comply with ESFA/DfE requirements, including procurement controls, spending regulations, risk management, and fraud reporting.
- Contribute to policy reviews and strengthen financial governance.

3.0 General Responsibilities

3.1 Create a safe working culture that enables staff to speak up, think innovatively, develop, and share and try out new ideas and processes, and work collaboratively to contribute to improvements across colleges.

3.2 Maintain, the health, safety and welfare of staff and students through compliance with college policies, including effective risk management procedures.

3.3 Embed equality, diversity, and inclusion throughout all aspect of your role, promote key information and challenge unacceptable behaviours and conduct in a timely manner.

3.4 In line with GDPR legislation and regulations, take responsibility for the data that you manage and process.

3.5 Implement with College policies and procedures, ensuring you communicate these with all relevant staff and monitor and ensure full compliance.

3.6 Work collaboratively with all academic and support services to support the needs of staff and our students.

3.7 Actively chair and engage in a range of cross College meetings, as required.

3.8 To perform any other duties as may be required by the College Senior Leadership Team, Executive Board or as may be required or as directed.

Note:
The above list of responsibilities provides clarity as to roles and responsibilities; however, this may not be exhaustive and is subject to strategic decisions, business operational needs, legislation, or regulations etc. The role specification does not form part of your contract of employment.

Management Role Specification

Person Specification:

Criteria	Essential	Desirable
Qualifications	• Qualified CIMA / ACCA or equivalent • English and mathematics or similar at GCSE grade A-C or equivalent	• Degree level qualification in Business Administration or Finance
Experience / Knowledge	• Preparation of statutory financial statements and audit files. • Liaison with external auditors and managing audit processes. • Maintaining fixed asset registers and managing capital accounting. • Preparing VAT returns • Supporting budget holders and non-finance staff with financial insight. • Strong technical accounting knowledge including FRS 102. • Strong understanding of financial controls, procedures, and compliance frameworks. • Proficiency in financial systems • Advanced Excel skills. • Ability to work to tight deadlines and manage competing priorities. • Experience of using Excel to analyse complex data • Experience of explaining information and making recommendations to budget holders, both financial and non-financial	• Experience within FE, education, charity, or public-sector finance. • Advanced Excel skills, including the use of Pivot tables and Lookups • Knowledge of Agresso (Unit 4) Financials accounting package or alternative windows based accounting package • Experience of working effectively in a customer focussed environment • Experience of identifying and delivering finance training • Knowledge of ESFA/DfE compliance requirements.
Skills / Abilities	• Ability to demonstrate intellectual curiosity. • Ability to operate within an ethical finance function and influence others to operate in a similar way. • Ability to identify and propose mitigation to risk. • Ability to understand and follow appropriate Financial Regulations • Ability to ensure management information remains current, relevant and targeted.	• Ability to produce costings to support business decisions • Ability to prepare effectively for meetings and presentations • Ability to recommend and implement processes

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Criteria	Essential	Desirable
	• Ability to support in the preparation of management reports, explain, implement and follow up corrective actions to mitigate negative variances. • Ability to work accurately with good attention to detail. • Ability to expertly summarise and report on complex and detailed analysis • Ability to effectively organize and manage own workload and successfully meet tight deadlines. • Ability to engage with and influence senior managers. • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution. • Ability to promote our outstanding reputation and carry out our business appropriately and professionally at all times. • Ability to communicate effectively and confidently face to face, on the telephone and in writing.	
Personal Abilities	• Commitment to the College values • Be a considerate team worker, highly self motivated, adaptable, and flexible. • Commitment to high quality teaching and learning. • Commitment to providing a student-centred environment based on student feedback. • Drive and enthusiasm and high expectations of self and others. • Ability to embed and promote equality, diversion & inclusion. • Total commitment to supporting and safeguarding students & staff. •	
Personal Qualities	• Transport facilities, driving licence and access to a car / bike. • Appropriate professional experience • Clear Enhanced Disclosure and Barring Check.	