

Job Description

Job Title	Finance Manager
Department	Finance
Salary Scale and Details	Band J
Main Purpose	To support the Head of Finance to lead the College Finance Team, ensuring the delivery of accurate, timely, and compliant financial services that support the strategic and operational needs of the College.
Line Manager	Head of Finance
Direct Reports	Finance Officer x 2
Date Job Description Agreed	October 2025

MAIN DUTIES

Key Responsibilities

Team Leadership & Operational Oversight

- Lead, manage and coordinate the day-to-day activities of Finance Officers, ensuring effective coordination of daily activities and delivery of services to agreed standards and deadlines.
- Maintain appropriate resource allocation, particularly during peak periods, to ensure continuity of service.
- Set clear performance objectives, conduct regular appraisals, and support professional development to foster a high-performing, accountable team culture.
- Design and implement robust financial procedures that enhance operational efficiency and promote best practice across the College.
- Monitor sector developments and proactively build team expertise to ensure the Finance function remains responsive and informed.

Financial Reporting & Analysis

- Lead the operational delivery of month-end processes, ensuring accuracy and completeness of ledger entries.
- Coordinate the preparation of financial information to enable timely and accurate monthly management accounts, including detailed variance analysis and forecasting.
- Support the development of annual budgets, financial statements, and forecasts in collaboration with the Head of Finance and Vice Principal – Finance & Resources.
- Lead the operational completion of key financial returns to the College's regulatory body as required.

Payroll & Statutory Compliance

- Oversee the monthly payroll process, including verification, reconciliation, journal posting, and ensuring timely payments to staff, HMRC, and the payroll provider.
- Lead the preparation of timely and accurate statutory returns such as VAT submissions, payroll-related reports, and HMRC filings for review and approval by the Head of Finance.
- Liaise with HMRC on VAT and payroll matters as required, and in consultation with the Head of Finance

Systems & Controls

- Ensure the integrity and security of financial records and data, maximising the effective use of the finance system.
- Perform and review general ledger entries and reconciliations, ensuring a high level of accuracy.

- Coordinate the maintenance and development of the College's Fixed Asset Register in collaboration with relevant managers.
- Ensure all finance processes are aligned to the Financial Regulations and are fully documented and auditable.

Procurement & Contract Management

- Coordinate the upkeep of the College's contracts register, working closely with Budget Holders to ensure accuracy and completeness.
- Provide advice and guidance to Budget Holders to ensure procurement activities comply with internal policies and external regulations.

Stakeholder Engagement & Support

- Provide proactive financial support and guidance to budget holders to help them manage their budgets effectively.
- Build strong relationships with internal and external auditors, ensuring timely provision of information and resolution of queries.

Continuous Improvement

- Lead and promote a culture of continuous improvement within the Finance Team, identifying and implementing enhancements to systems, processes, and procedures to ensure compliance, efficiency, and resilience.

General Responsibilities of All Staff

- Safeguard and promote the welfare of children, young people, and vulnerable adults.
- Adhere to safe working practices in line with health and safety regulations.
- Demonstrate a commitment to equality, diversity, and inclusion, complying with relevant legislation.
- Participate in quality assurance processes and contribute to service improvement initiatives.
- Attend and actively contribute to team meetings to support collaborative working and service excellence.
- Demonstrate a commitment to the College's Values and Behaviours, acting as a role model and promoting a positive and inclusive behaviour.

Undertaking such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

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Department	Finance
Salary Scale and Details	Band J
Main Purpose	To support the Head of Finance to lead the College Finance Team, ensuring that all operational activities are undertaken efficiently and effectively and in line with the College Financial Regulations.
Line Manager	Head of Finance
Date Job Description Agreed	October 2025

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> part qualified CCAB or L4 AAT qualified if accompanied by wide experience in an accounting role 	<ul style="list-style-type: none"> CCAB qualified
Experience	<ul style="list-style-type: none"> Proven experience of working within a Finance Department in a supervisory or management capacity, with responsibility for overseeing team performance and service delivery. Extensive experience in the preparation and monitoring of budgets, monthly management accounts, and/or annual financial statements, with a strong understanding of financial reporting requirements and deadlines. 	<ul style="list-style-type: none"> a finance role within Further Education or other public sector body working with colleagues from other disciplines
Skills and abilities	<ul style="list-style-type: none"> Lead and motivate team members to deliver a high-quality, customer-focused finance service. Set clear objectives for colleagues, monitor progress, and conduct regular performance reviews. Build and maintain positive, professional relationships across the organisation. Communicate effectively and confidently, both verbally and in writing, with a range of stakeholders. Make informed and timely decisions, considering the needs, perspectives, and input of others. Utilise financial systems and IT packages proficiently to support operational and reporting requirements. Interpret and analyse numerical and qualitative data to inform strategic and operational decision-making. Maintain accurate, secure, and accessible records, ensuring compliance with audit and regulatory standards. Plan and prioritise workload independently, using initiative and ensuring deadlines are consistently met. Strong analytical and problem solving skills. 	
Knowledge and understanding	<ul style="list-style-type: none"> Strong understanding of accounting principles, theory, and best practice. Sound knowledge of budget setting, monitoring, and budgetary control processes. Experience in using computerised finance systems to manage and report financial data. 	<ul style="list-style-type: none"> of Further Education finance of Sage Financial systems

	<ul style="list-style-type: none"> • Proficient in Microsoft Excel and Word, with the ability to manipulate and present financial information effectively. • Good understanding of financial operations, preferably within the Further Education sector or another public sector body. • Familiarity with Sage financial systems and their application in a multi-user finance environment. 	
Personal qualities	<ul style="list-style-type: none"> • Self-motivated, with a strong commitment to delivering high-quality, accurate, and timely work. • Demonstrates sound judgement, honesty, and integrity in all aspects of professional conduct. • Adaptable and resilient, with a willingness to work flexibly in a dynamic and evolving environment. • Committed to the College's values and behaviours, acting as a positive role model and promoting a culture of respect, inclusion, and continuous improvement. 	
Other requirements	<ul style="list-style-type: none"> • Demonstrates a credible and professional presence, with the ability to represent the Finance Team and the College effectively. • Shows a clear commitment to equality, diversity, and inclusion, and actively promotes these principles in all aspects of work. • Committed to the safeguarding of children, young people, and vulnerable adults, ensuring a safe and supportive environment for all. 	