



December 2018

Thank you for your interest in the post of Head of Finance & Business Systems. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail to Katharine Osborne, Head of Human Resources:

Email: [Katharine.osborne@westdean.org.uk](mailto:Katharine.osborne@westdean.org.uk)

Tel: 01243 818 313

**Closing date for applications: 14<sup>th</sup> January 2019**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.



## JOB DESCRIPTION

JOB TITLE Head of Finance & Business Systems

REPORTS TO Chief Executive

RESPONSIBLE FOR Finance Team  
Data Analyst

MAIN PURPOSE OF ROLE This role will be responsible for the management of the Foundation's financial resources; oversight of the Foundation's business systems and management of the Finance and Business Systems team. The role sits within the Professional Services Team, working closely with the Executive Management Team

The postholder will work with managers and budget holders across the Foundation supporting them to engage with finance processes and business systems, ensuring best practice and compliance. The postholder will report to a range of audiences including the Board on financial matters.

### Finance systems and processes

- Develop appropriate and robust Finance structures, systems and processes to meet the needs of the Foundation in relation to all aspects of financial management including budget monitoring and financial control.
- Supervise, review and recommend improvements in the financial systems, procedures and practices as described in the Financial and Accounting Regulations.
- Regularly review financial performance, ensure that agreed financial policies and controls are being properly executed within the Foundation and its associated companies.
- Be actively involved in procurement including; the promotion of value for money through proper procurement practices.
- Be responsible for the management of the payroll provision.

### Management Information and Financial Planning

- Support budget holders and the Executive Management Team with:
  - Planning and monitoring of available resources.
  - Advice and guidance on financial decisions and actions and their associated implications.
  - Relevant, timely and accurate financial and management information and reports including monthly management accounts.
  - Development and reporting of key performance indicators so as to monitor and report against performance, and ensure data is effectively reported.

- Collation of capital, revenue and cash flow budgets on an annual basis and as required.

### **Finance Controls**

- Responsible for the preparation and presentation of the Annual Accounts for the Foundation and its associated companies.
- Manage the annual audit process.
- Ensure the safeguarding, recording and controlling of cash and stocks.
- Prepare timely and accurate statutory returns (including but not limited to HMRC, ONS and the Charity Commission).
- Prepare and submit quarterly VAT returns for the Foundation and its associated companies;
- Manage the bank accounts, cash investment and scholarship funds of the Foundation and associated companies.
- Maintain and supervise insurance records, excluding the processing of claims.
- Ensure an up-to-date inventory of the Foundation's fixed assets, is maintained.

### **Business Systems / Management Information Systems**

- Oversee the business systems within the Foundation
- Use the business systems to report on organisational performance.

### **Data Protection**

- Ensure all private and personal information and relevant records are maintained in accordance with General Data Protection Regulation, update and maintain Data Protection registrations and act as the Data Protection Officer for the Foundation, specifically:
  - Implement the Data Protection Policy;
  - Provide information and guidance on the processing of all personal data;
  - Process, co-ordinate and respond to all requests for information.

### **Management & Supervision of Staff**

- Manage, lead and motivate the Finance team on a daily basis.
- In liaison with Human Resources manage staffing issues in respect of individual staff, including recruitment, induction, performance and welfare issues

### **Continuous Professional Development**

- Keep up to date with developments in the field of Finance by looking outwards for examples of innovation and best practice, through relevant and appropriate training and through professional engagements.

### **.General**

- Undertake any other duties as may be reasonably requested by the Chief Executive.



- Represent the Finance department at appropriate committees and meeting with a finance focus as and when required.
- Be a member of, and act as Secretary to, the Trustees' Finance and Audit Committee;
- Be responsible for ensuring Health & Safety is adhered to by the Finance and Business Systems team on a day to day basis, and in line with current legislation.

This job description is subject to regular review in consultation with the post holder.



## PERSON SPECIFICATION

### Experience

Previous experience of working at a leadership or senior management level in a finance role	Essential
Significant financial and costing management experience	Essential
Experience and knowledge of financial and business management information systems	Essential
Significant demonstrable experience in the production of management accounts, and the provision of financial advice to senior management.	Essential
Experience of developing, reviewing and leading on finance structures, processes and policies	Essential
Experience of successfully leading a Finance team.	Essential
Provision of management accounting/ business partnering advice to senior managers leading to business growth.	Essential
Experience of working in the Higher Education Sector	Desirable
Experience of working in the Charity Sector	Desirable

### Education / Qualification

Professional accounting qualification	Essential
Relevant degree qualification	Desirable

### Skills

High level of analytical and problem solving skills	Essential
Excellent verbal and written communication skills at all levels.	Essential
Knowledge of governance and approvals structures and frameworks	Essential
Knowledge of health and safety and other statutory requirements.	Essential

### Personal Characteristics

Good time management skills with ability to work flexibly	Essential
Ability to work collaboratively as part a team	Essential
Professional, approachable manner	Essential
Confident communicator, with the ability to build relationships both internally and externally.	Essential



## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£60 - £65,000 dependent on experience.
Hours:	Full time hours Full time hours is 35 hours per week Monday to Friday
Holidays:	36 days per holiday year (1 October to 30 September) inclusive of Bank Holidays .
Sickness:	10 days in any consecutive twelve month period (pro rata), or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.