

ADVERT
Financial Controller
Ref: ME2425038

Hours: 37 hours per week

Salary: Competitive dependent on skills, experience and qualifications

Reporting to: Deputy Principal of Finance and Corporate Affairs (M2)

Primary Location: Northampton, Booth Lane Campus

Closing Date: Wednesday 30th October 2024

Interview Date: Monday 11th November 2024

About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The Team

The Finance Team are responsible for delivering accurate, reliable and timely financial management information and aims to provide a high quality, customer-focussed professional service, whilst adhering to strict accounting and funding body regulations. The team are proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

The Role

To provide management and leadership of the finance provision and service including the Finance, Payroll & Procurement functions, ensuring the College's status as a high performing institution in the sector is maintained, the needs of learners, employers, colleagues and other stakeholders are met, whilst ensuring the College is compliant, innovative and sector leading. To work collaboratively with cross-college managers to make effective contributions to the work of the College and the effective implementation of corporate, strategic, and operational priorities


The Successful Candidate

The successful candidate's knowledge, skills, experience, abilities and qualities will include:

- Fully qualified Consultative Committee of Accountancy Bod (CCAB) accountant.
- Extensive experience of financial control and reporting, including the analysis of accounts, the preparation of monthly management accounts, annual financial statements, budgets & forecasts (to include cashflows) and board reporting.
- Knowledge of financial management and accounting best practices.
- Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines.

Rewards and Benefits include

- 43 days annual leave, comprising 32 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year

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- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel
 - Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
 - Right to request flexible working from start date
 - Access to continued professional development
 - Free car parking and electric car charging facilities
 - Gym facilities
 - 24 hours per day, 365 days per year Employee Support Helpline
 - Enhanced maternity/shared parental and paternity schemes
 - Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

This post will require a Disclosure and Barring Service (DBS) check

Job Description & Person Specification

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The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

Values

- Strive to always be excellent
- Respect and support each other.
- Put students at the heart of our college.
- Ensure the wellbeing of staff and students, build resilience, and celebrate differences.
- Make sure employer needs are at the heart of our plans.
- Be a positive influence in our community.

Working as part of the team

The Finance Team are responsible for delivering accurate, reliable and timely financial management information and aims to provide a high quality, customer-focussed professional service, whilst adhering to strict accounting and funding body regulations. The team are proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

Role Specification

- To lead and manage the Finance, Payroll & Procurement functions with integrity, and in accordance with relevant College policies, to ensure that staff are motivated and produce good results through motivational performance management. To lead on the selection of appropriate talent to meet student needs. To support induction training and probation processes and procedures. To ensure that performance management of all staff in the area is regularly monitored and reviewed, and staff are appropriately supported to achieve high levels of performance against agreed College indicators and targets.

- Provide clear day-to-day leadership of the finance function to ensure it meets the needs of users whilst delivering a high standard of support and service, in line with the expectations required throughout the College including management reporting, business partnering and advice College managers and staff.
- To support the Deputy Principal Finance & Corporate Affairs to develop, obtain approval for, and implement the College's multi-year financial plan including, including annual and capex budgets, ensuring compliance with the College's financial regulations, reserves policy and wider sector requirements.
- To ensure the accurate and timely production of monthly management accounts, including Statement of Comprehensive Income (SOCl), cashflow, balance sheet and capex reporting budgets/forecasts, and financial reports at whole College and department level.
- To monitor and analyse financial performance and variance against budgets; providing high-quality reporting and advice regarding financial performance and insights to a range of internal customers including senior leaders, management groups and individual managers; and to support the Deputy Principal Finance and Corporate Affairs to report to the Executive Management Team, Corporation and external stakeholders as required.
- To provide and ensure effective customer focused training and support to Budget holders, managers and other College staff to enhance overall financial management capability, confident and informed decision-making, and compliance across the College.
- To ensure the College's financial systems are appropriate, robust and that finance records are effectively maintained and structured to support business analysis and reporting requirements, including Value Added Tax (VAT) and other Majesty's Revenue & Customs (HMRC) requirements.
- To ensure the accurate and timely production of the College's annual financial statements and reports, ensuring compliance with accounting, sector and other reporting standards, and ensuring an effective external audit process and unqualified outcomes.
- To ensure effective and efficient management and delivery of the college's transactional finance, payroll and day to day purchasing functions, ensuring robust, systematic processes and controls are in place, compliant with best practice and aligned with college and sector policies.
- Ensure College finance, payroll and procurement policies and procedures are developed, reviewed and implemented in line with the legislative framework, Department for Education regulations and guidance, and other sector guidelines.
- To ensure cash-flow, treasury management and investment arrangements are well-managed and controlled, including day to day management of the relationship with the College's bankers and Treasury advisers, ensuring the use of the College's financial resources are optimised within the agreed risk profile.
- Working with the Deputy Principal for Finance and Corporate Affairs and the Director of Management Information Systems (MIS), to ensure the effective financial oversight of funding streams including grants, fees, project income and other income sources including ensuring compliance with the terms and conditions of funding agreements and preparing financial reports for specific project activities as required.
- Provide strong, positive and inspirational leadership for Finance at the College Management Team (CMT) to promote quality improvement and effective compliance, enhancing processes in response to feedback from learners, parents, partners, employers, staff, auditors and accrediting bodies on the quality of services.

- To support the Deputy Principal of Finance and Corporate Affairs to lead on the College's financial governance and risk management obligations, through the development of robust risk management systems to deliver the statutory and regulatory imperatives set by funding agencies and other bodies to which the College is accountable.
- To be compliant with the College Health and Safety Policy, responsible and accountable for health and safety standards in your area and for staff and others who use the areas under your control.
- To carry out examination invigilation duties as required.

Generic Management

- To support and contribute to the friendly and supportive ethos of the School/Department, particularly in communications with learners and staff
- To offer leadership as well as management and administration
- To support other managers in the execution of their duties, irrespective of their location in the structure and to work collaboratively with them
- To contribute to the development of College policies and procedures as required and ensure staff compliance
- To support an ethos of openness, initiative and professionalism, recognising the contribution of staff members individually and collectively
- To contribute to College Planning according to the specialisms and role of the post holder
- To support the College's Management Information System
- To exercise generic management responsibility when necessary
- To produce an Annual Self-Assessment Report and Action Plan to support and contribute to the Staff Development Programme
- To be responsible for the management of Quality Assurance and Value for Money within the area designated by the role
- To appraise the staff line managed by the post holder as appropriate
- To be flexible and responsive in meeting and accommodating the evolving needs of the role as determined by future business needs
- To develop a motivated and flexible team of staff
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To carry out any other duties as required by the organisation including supporting College Open Events and invigilating examinations
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

Other Information

Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.


Safeguarding

The College is committed to safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.



Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

Professional Development and Employee Performance and Development Reviews

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the annual Employee Performance and Performance review, with your line manager, being one element of this.

Health and Safety

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

Data Protection

The College's stakeholders should be confident that the College holds data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
Qualifications		
<ul style="list-style-type: none"> Educated to level 2 GCSE standards and/or relevant experience 	E	A
<ul style="list-style-type: none"> Grade 4/C GCSE English and Maths 	D	A
<ul style="list-style-type: none"> Fully qualified Consultative Committee of Accountancy Bod (CCAB) accountant 	E	A
<ul style="list-style-type: none"> Education to degree level or equivalent 	D	A
Experience		
<ul style="list-style-type: none"> Experience of managing quality processes and procedures to secure improvements and high achievements to include transactional accounting, procurement and payroll. 	E	A/S
<ul style="list-style-type: none"> Experience of working with multiple revenue sources and previous experience of delivering innovative solutions and continuous improvement across finance and wider operational activities. 	E	A/S
<ul style="list-style-type: none"> Experience of capital investment and treasury functions. 	E	A/S
<ul style="list-style-type: none"> Previous experience of working in the Further Education sector, or (if not) a similar highly regulated, public mission focused organisation. 	D	A/S
<ul style="list-style-type: none"> Experience of leading, managing, motivating and building a successful team in a highly regulated environment. 	E	A/S
<ul style="list-style-type: none"> Extensive experience of financial control and reporting, including the analysis of accounts, the preparation of monthly management accounts, annual financial statements, budgets & forecasts (to include cashflows) and board reporting. 	E	A/S
Knowledge/Skills/Abilities		
<ul style="list-style-type: none"> Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs 	E	A/S
<ul style="list-style-type: none"> Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement 	E	A/S
<ul style="list-style-type: none"> Ability to multi task whilst having exceptional attention to detail 	E	A/S

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<ul style="list-style-type: none"> Flexible approach to work and work area, working outside normal hours when reasonably required to do so 	E	A/S
<ul style="list-style-type: none"> Understanding of safeguarding as it pertains to the Further Education Sector 	E	A/S
<ul style="list-style-type: none"> Understanding of the benefits of equality, diversity and inclusion within society 	E	A/S
<ul style="list-style-type: none"> Understanding of the principles of Data Protection 	E	A/S
<ul style="list-style-type: none"> Ability to travel effectively, for example to other College campuses (Daventry and Northampton) 	E	A/S
<ul style="list-style-type: none"> Understanding of the need for, and commitment to an excellent pastoral care system to support students in their academic activities 	E	A/S
<ul style="list-style-type: none"> Knowledge of the requirements of Managing Public Money, and Department for Education finance and funding processes 	D	A/S
Qualities		
<ul style="list-style-type: none"> Strong work ethic 	E	A/S
<ul style="list-style-type: none"> Collegiate 	E	A/S
<ul style="list-style-type: none"> Innovative 	E	A/S
<ul style="list-style-type: none"> Team, customer and organisation focussed 	E	A/S
<ul style="list-style-type: none"> Reliable 	E	A/S
<ul style="list-style-type: none"> Flexible 'can do' approach and willingness to work outside of normal office hours when required 	E	A/S
<ul style="list-style-type: none"> Willingness and ability to travel between sites as part of the role 	E	A/S
Level of Physical Ability and Activity		
<ul style="list-style-type: none"> Occasional lifting may be required 	E	A
<ul style="list-style-type: none"> Need to move around site will be required 	E	A

E = Essential **D** = Desirable **A** = Application Form **S** = Selection Process