

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Financial Controller
Post Holder	
Accountable To	Vice Principal – Finance & Corporate Services
Responsible For	Manage the College's finance, student funding and procurement functions. Provide financial management to the College, including management and statutory reporting, and budgetary control, with provision of support to the VP-Finance & Resources.
Department	Finance

Overall Purpose of Job

Responsibility for leading the month and year end planning and closure process to enable reporting of management accounts for the College, prepare periodic returns and annual statutory accounts. Partner with teams in producing the annual budget and regular forecasts.

Manage development and improvement initiatives with employees, systems and financial policies, procedures and processes.

Ensure the provision of a customer focused service relating to the management and distribution of all student support funds.

Main Duties and Responsibilities

Strategic Management and Planning

- As an advisor to the VP-Finance & Corporate Services, contribute to College-wide strategy, planning and management
- Act as Finance representative on selected College committees, as required by the VP-Finance & Corporate Services
- Contribute to financial and operational plans for the development of the function
- Attend meetings of Executive and SLT, if required
- Create and maintain a service management culture and approach within the finance team
- Contribute to financial planning, prepare annual budgets, and ensure regular forecasts prepared
- Report on financial performance to the SLT
- Represent the College externally dealing with external/internal auditors, APUC and other agencies

Financial Management and Control

- Proactively manage the financial position of the College
- Prepare the annual accounts for the College and all subsidiaries, ensuring compliance with the Government Financial Reporting Manual, Scottish Public Finance Manual, the Further and Higher Education SORP, other relevant financial reporting standards and the Accounts Direction issued by SFC, and prepare appropriate working papers for the annual external audit
- Prepare appropriate SFC and other external returns in association with the VP-Finance & Corporate Services, including the Financial Forecast, Annual Return, Student Funding and others as required
- Prepare regular financial control reports, ensuring all reconciliations are up to

- date (trial balance, cash flow, debtors and payment performance)
- Ensure the College is compliant with VAT requirements and that VAT returns are prepared accurately and submitted timeously
 - Compile the timetable for production of quarterly and annual accounts and ensure compliance with the timetable
 - Collate the College annual accounts (and working papers) compliant with accounting and SFC requirements
 - Responsible towards production of regular forecasts for the College, including student funding, and management of journal adjustments and reconciliations
 - Prepare regular finance reports, undertake investigations as to financial performance, liaising with other College managers as necessary
 - Ensure compliance with Generally Accepted Accounting Practice (GAAP)
 - Ensure procedures are in place to enable the application of project accounting principles to externally funded initiatives and internal projects.
 - Provide guidance, advice, and instruction if necessary to budget managers on financial performance in line with budgets and projects
 - Provide support and guidance to colleagues across the College with course and project costings
 - Manage delegated departmental budgets
 - Maintain up to date and accurate signatory list
 - Manage banking arrangements and cashflow
 - Ensure compliance with SFC Student Funding policy and procedures.
 - Produce statistical analysis and data for the College, SFC and other official bodies and external agencies
 - Be fully conversant with audit requirements and prepare returns as required by SFC with regards to student funds disbursed by the College

Leadership, development and improvement of organisational efficiency

- Prepare and implement annual enhancement plan for the department
- Drive transformational change in financial processes and reporting
- Manage the department, including identifying appropriate training and development needs and leading on developmental activities as appropriate
- Collaborate with the wider leadership and finance teams ensuring proper accounting procedures are maintained and implemented, and that all transactions are correctly accounted for
- Provide information to support decision making in relation to sustainability, economy, efficiency and effectiveness
- Provide training and support for College staff in the management of delegated budgets and the implementation of College finance and procurement policies and procedures
- Ensure that budget managers are aware of their obligations
- Develop and implement financial processes, procedures and accounting systems and software for the College
- Ensure the College funding and accounts systems are fully fit for purpose and all relevant staff are fully trained on an ongoing basis
- Represent the College at appropriate external networking events, making recommendations on the outcomes to College management, as appropriate
- Assess the potential impact of external developments, making recommendations to the College Executive and Senior Leadership Teams
- Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Principal or designated deputy

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Personal and Professional Development

- Ensure behaviour is in line with College Vision, Values and Behavioural standards
- Ensure compliance with College policies, procedures and the implementation of decisions of the College
- Adopt flexible working methods to meet the changing needs of the College
- Maintain knowledge of regulatory framework and accounting standards
- Develop and maintain professional standards and expertise by undertaking relevant professional development
- Develop and maintain quality standards appropriate to the post

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

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PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
Member of CCAB or equivalent Accounting Body (SCQF Level 11)		Essential
KNOWLEDGE		Essential or Desirable
Current knowledge of financial reporting standards		Essential
Understanding of public sector / government accounting and regulatory frameworks		Essential
Knowledge of Further Education finance in Scotland		Desirable
Experience of financial planning, budgeting and reporting		Essential
Knowledge of VAT legislation		Desirable
Knowledge of Scottish public sector procurement legislation		Desirable
Knowledge of Welfare benefits and allowances		Desirable
Knowledge of payroll and taxation		Desirable
EXPERIENCE		Essential or Desirable
Experience of financial management in a large, multi-functional organisation		Essential
Significant demonstrable post-qualification experience		Essential
Experience of financial reporting, including management and statutory accounts production		Essential
Experience of leading teams and team building		Essential
Experience of leading projects across organisations		Essential
Experience of Further Education Colleges		Desirable
Experience of working with data systems and creating useful reporting which measures performance		Essential
Experience of managing financial reporting systems		Desirable
Experience of change management		Desirable
INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Excellent communication skills		Essential
Team player		Essential
Self-motivated individual		Essential
Solutions focussed mind set		Essential
Independent and creative thinker		Essential
Reflective practitioner		Essential
Effective negotiation skills		Essential
Able to explain detailed financial information to non-finance professionals		Essential
OTHER ABILITIES/QUALITIES		Essential or Desirable
Resilient		Essential