

Head of Finance

Recruitment Pack

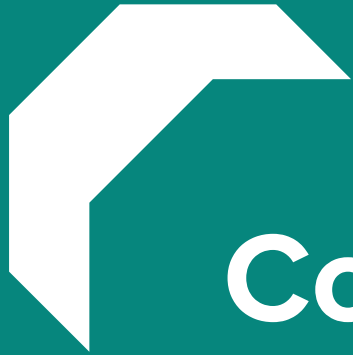


South
Lanarkshire
College

East Kilbride

If an alternative format of this document is required
please contact the Equality Officer:
equality@slc.ac.uk or 01355 807382





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The Organisation

South Lanarkshire College has three strategic Priorities: Successful Students; Highest-Quality Education and Support; and Sustainable Behaviours

Student attainment rates are increasing and almost all full-time students enter a positive destination on course completion, including progressing directly to a job.

East Kilbride, the sixth largest conurbation in Scotland is fast-growing, with new homes under construction and planned over the next five years. Around 5,000 students and 350 staff are accommodated in our 5.5-hectare campus.

Our low-energy buildings have won multiple awards for their innovative and sustainable credentials and for their positive, widespread impact on promoting sustainable behaviours. We've delivered growth in activity of nearly 10% over the past 10 years alongside a programme of campus change. Our curriculum covers all levels across Access, Senior Phase, Foundation Apprenticeships, Modern Apprenticeships, Scottish Wider Access Programmes, Further Education, Higher Education, unique industry-led qualifications and a Degree programme.

We are a multiple award-winning organisation with consistently high student attainment rates. This reflects the commitment of our staff, their enthusiasm, positive ethos and culture which transmits to our students and has a positive impact on student outcomes.

In addition to holding the Investors in People, We Invest in People accreditation, the College recently became the first college in Scotland to achieve platinum level in We Invest in Wellbeing. The College is also a Disability Confident Employer, a Carer Positive Engaged Employer, and holds the LGBT Youth Scotland Silver Award.

We deliver our high levels of student outcomes on a turnover of £15 million per year.

Our staff work activity in key partnership arrangements with Local Authorities, Skills Development Scotland (SDS), employers and the Scottish Funding Council. Our college is assigned to the Regional Strategic Body, known as the Lanarkshire Board. We contribute positively to outcomes for students in Lanarkshire and also to the wider Glasgow City Regional Deal area.



Colleges in Scotland

Scotland's colleges play a crucial role in the delivery of education and training to young people and adults of all ages and are seen as a key means of improving the economic and social wellbeing of the people of Scotland.

Colleges offer a wide range of qualifications and courses at further and higher education levels across a diverse curriculum, including vocational education and training - to a very broad range of people and communities.

With enrolments of over 200,000 annually and a geographical coverage that extends from all the major towns and cities to remote rural areas, the sector is central to the Government's economic growth, education, employability and social inclusion agendas.



Head of Finance

Advert

Permanent, Full-Time
(part-time applications of 0.8 FTE or more may be considered)

£55,000 per annum

South Lanarkshire College delivers outcomes that exceed all sector norms across a range of students, staff and financial performance indicators.

It has a diverse and inclusive culture, attracting students from a huge variety of backgrounds and abilities, enabling them to achieve their very best. The College has an impressive and enviable track record with ambitious plans for the future.

We are seeking a highly motivated individual to provide support to the Vice Principal for Finance, Resources and Sustainability. You will work closely with the College Finance Department and the College Management Team in the review, design, and maintenance of financial information associated with the preparation of financial accounting records which flow into the requirements, as well as those required for monthly, quarterly, and annual management forecasts, including statutory accounts.

The successful applicant must be a Qualified Chartered Accountant with experience of the preparation of annual statutory financial statements for audit and a good working knowledge of FRS 102, SORP 2015 and UK GAAP. They must demonstrate excellent Microsoft Office skills and the ability to motivate a team and to foster and maintain effective working relationships at all levels of an organisation.



The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

Application Process: To apply for the post, please complete an application form and return this to humanresources@slc.ac.uk by the closing date of Friday 26th July 2024.



The Board of Management of South Lanarkshire College is a charity registered in Scotland.
Registration number SC021181.



Job Description

Job Purpose

You will provide support to the Vice Principal for Finance, Resources and Sustainability, working closely with the College Finance Department and the College Management Team in the review, design, and maintenance of financial information associated with the preparation of financial accounting records which flow into the requirements, as well as those required for monthly, quarterly, and annual management forecasts, including statutory accounts.

The role is full time (may consider 0.8 equivalent) with the expectation of a set 4 or 5 day working week across core College hours within Monday – Friday.

Main Duties and Responsibilities

- Line management of the Assistant Finance Manager and the Management Accountant, ensuring accurate financial management, reporting and budget and forecast preparation, as well as the development of internal control policies and procedures.
- The preparation and publication of timely monthly management accounts, ensuring key explanations are provided for variances on prior period and budgeted results.
- The preparation of the annual statutory accounts including acting as principal point of contact in liaison with external auditors.
- Preparation of monthly cash flows in the required Scottish Funding Council (SFC) format and the completion of other SFC and Scottish Government monitoring returns taking responsibility for the timely and accurate completion of these returns.
- Coordination of and inputs to departmental budget setting and monitoring as delivered by the Management Accountant.
- Overseeing the development of reports from College general ledger software package (Symmetry) to capture the above information and streamline the reporting process
- Assistance with the preparation of papers for meetings of the Board of Management, Audit & Risk Committee, and Finance & Resources Committee, and equivalent meetings of the Lanarkshire Regional Strategic Board.

Main Duties and Responsibilities

- Updating and harmonising College financial regulations in line with those of New College Lanarkshire and the Scottish Public Sector Finance Manual requirements.
- Provision of guidance to the Board of Management and Senior Management team on technical accounting developments and governance matters.
- Attendance at Board of Management and its standing committee meetings as required.
- Assist Student Association and SLC Foundation as required with accounting and secretarial matters, liaising with auditors of, and professional advisors to, those bodies as appropriate.
- Liaising with New College Lanarkshire on Regional finance matters, attendance at Regional Finance Group meetings, preparation of Regional SFC returns and other associated tasks.
- Review College financial reporting and financial records routinely and propose revisions in order that they remain fit-for-purpose.
- Ascertain the information requirements of internal and external stakeholders and devise and produce timely reports that satisfy both, keeping this under review.
- Review the links between the College general ledger accounting software package and the information that flows into it from other IT packages, such as the procurement system and the student records system, setting up and maintaining an appropriate system of reconciliation.
- Assist the Vice Principal for Finance, Resources and Sustainability in the implementation of compliance with procurement requirements including the provision of monthly reports to senior managers, which aim to improve purchasing and allied areas with a view to improving efficiency and ensuring that the College achieves value for money.
- Working with the procurement manager, maintain an overview of procurement activity.
- Ownership of the roll out and maintenance of process notes for all key finance processes within the department.
- Responsibility for the continued development and training needs of the team, including departmental goal setting and monitoring

Person Specification

Qualifications

Essential

- Qualified Chartered Accountant

Desirable

- Additional finance or accounting qualifications
 - ECDL
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Experience

Essential

- Direct line management responsibility for staff, including staff planning and performance reviews.
- Key contact for external auditors
- Experience of working with integrated financial accounting systems
- Review and documentation of internal systems & controls
- Integration of information from different software packages
- Cash flow projections
- Preparation of monthly management accounts and timetables
- Preparation of claims and returns to external bodies
- Balance Sheet control account reconciliations
- Budget variance reporting
- Experience of private practice or Public Sector Finance
- Experience of the preparation of annual statutory financial statements for audit

Desirable

- Government accounting
 - Ensuring compliance with audit recommendations
 - Fixed asset accounting
 - Review and updating of financial regulations and procedures
 - Design and presentation of staff training sessions
 - Auditing at manager level or above
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Skills and Knowledge

Essential

- High level technical accounting skills
- Ability to design financial reports
- Design and presentation of reports for a varied audience
- High level of Microsoft Office skills
- Excellent written and verbal communication skills
- Excellent knowledge of:
 - FRS 102 – The Financial Reporting Standard in the UK and;
 - SORP 2015 – Accounting for Further and Higher Education
 - UK GAAP

Desirable

- Knowledge of the Symmetry (Oracle based) accounting package
- Knowledge of the Scottish further education sector
- Familiar with the Government Financial Reporting Manual
- Familiar with requirements of the Office of the Scottish Charity Regulator returns
- Knowledge and experience of the Scottish Public Finance Manual (SPFM) and Government Financial Reporting Manual (FReM), and Scottish Charities Legislation

Other

Essential

- Flexible approach to work
- Strong organisational skills
- Analytical thinker
- Ability to motivate a team and to foster and maintain effective working relationships at all levels of an organization
- Ability to work to tight deadlines

Desirable

Last updated: June 2024



Corporate Statement & Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation





One College, for all you want to achieve