

Job Description

Post: Group Head of Financial Planning and Analysis

Responsible To: Chief Financial Officer

Salary: Scale Point 67

Summary of Post: To take responsibility for the delivery of a first-class financial advisory service to a portfolio of budget holders.

To take responsibility for the timeliness and accuracy of budgeting, forecasting and financial reporting for Group and Trust.

To drive continuous improvement in the financial efficiency of the organisation.

To take responsibility for the optimisation of systems and business processes within the finance function.

Specific Duties

Key responsibilities will include:

- To take responsibility for the partnerships with Colleges, business units and EKC Schools Trust to ensure meaningful advice and guidance is provided to ensure optimal financial performance.
- To take responsibility for the completion of designated tasks in the preparation of the draft monthly management accounts, ensuring the ledger postings are accurately calculated and precisely coded to strengthen the accuracy of financial reporting.
- To take responsibility for the quality and accuracy of budget packs, to inform the quarterly forecasting and budget review meetings.
- To line-manage the members of the Finance team including, but not limited to, the Finance Business Partners, Systems Accountant and Management Accounts Assistant.
- To lead on the production of all budgets and forecasts.
- To support the Group Head of Finance with the year-end processing and production of financial statements.

- To ensure that financial systems, processes and procedures are at their most effective and implemented correctly; being compliant with various policies and the Group's Financial Regulations.
- To work closely with the central finance team to ensure aligned systems and processes are in place to drive an effective and efficient customer facing finance service to customers.
- To develop and implement a training programme for new or inexperienced budget holders in relation to the Group's financial systems, policies, regulations and procedures.
- Please note this list is not exhaustive and you may be asked to carry out other duties as required by the Chief Financial Officer, Head of Finance and other senior managers.

General Duties and Responsibilities

- To participate in the staff support & development scheme and to undertake training based on individual and service needs.
- To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
- To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
- To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
- To undertake continuing professional development to support our culture of continuous improvement.
- To partake in quality assurance systems.
- To meet minimum relevant occupational standards.
- To keep up to date with the skills required to fulfil the role.
- To undertake any other duties commensurate with grade as may be reasonably requested.
- You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Weighting
Skills				
1.	Demonstrate advanced level of IT skills (Excel, MS Office, Databases, computerised accounting system etc.)	✓	✓	6
2.	Demonstrate strong interpersonal skills across all levels of the organisation and with different stakeholders, showing the ability to communicate effectively both verbally and in writing to a range of audiences.	✓	✓	6
3.	Ability to work with the team members and non-financial colleagues, together with the willingness to share knowledge and experience to build up skill levels across the business.	✓	✓	4
4.	Demonstrate the ability to manage your time effectively across a significant portfolio of work.	✓	✓	4
5.	Demonstrate the ability to be a proactive and innovative problem solver.	✓	✓	4
6.	Ability to work accurately with numeric information and data inputting.	✓	✓	4
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience of managing Business Partners or comparable level Finance staff.	✓	✓	6
2.	Minimum of 3 years post-qualified experience, preferentially in a Commercial, Audit or Education environment.	✓	✓	6
3.	Production of management accounts with commentary and analytical review for an organisation of more than £10m income.	✓	✓	6
4.	Producing budgets and forecasts, tracking movements and performance thereon.	✓	✓	6
5.	Identifying the need for and implementing process improvements with a view to driving efficiency, accuracy and timeliness in reporting and budgeting/forecasting.	✓	✓	6
Education				

1.	Qualified Accountant (ACA, CIMA, ACCA)	✓		6
2.	Maths Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		6
3.	English Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.