



Role Profile

Job Title:	Head of Finance
Reports to:	Chief Executive Officer (CEO) as a member of the Senior Management Team with a reporting line into University Head of Group Accounting and Compliance
Department:	Finance – Senior Management Team (SMT)
Salary:	Up to £55,000 per annum commensurate with qualifications, skills and experience.
Working Hours:	Full Time – 37.5 hours per week
Contract Type:	Permanent
Location:	You will be based at our Blackburn site, with scope for hybrid working and for approximately two days a month you will be based at the University of Central Lancashire.

Role purpose:

To ensure and support strong financial governance of the business through the application of robust internal controls and the provision of high-quality financial information, advice and guidance.

Key Accountabilities:

- As a member of the Senior Management Team (SMT), contribute to the effective leadership and management of the Company and to ensure that the Chief Executive Officer is equipped with appropriate financial information and the wider SMT is aware of the financial context of the operating environment.
- To act as SMT portfolio holder for finance and to champion finance issues to SMT and the Company as a whole.
- Working alongside the University Head of Group Accounting and Compliance, to ensure that financial processes and reporting within the Company meet the standards, policies and requirements of the Group and to champion financial process improvement across the Company.
- To design financial reporting structures that provide the right granularity of information for high quality business decision-making by all key stakeholders across the company.

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- To ensure that the Company complies with Group Financial Regulations and associated reporting requirements, including reporting breaches of Financial Regulations and/or Procurement Standing Orders to the University Head of Group Accounting and Compliance.
- To prepare monthly management accounts to include as a minimum analysis of key variances, forecast projections to the end of the current year, identification of key risks, issues and opportunities and recommendation of actions to address the same. Presenting to senior members of finance staff from both T2000 and the University.
- To work with the University Head of Group Accounting and Compliance and University Head of Financial Processes to prepare quarterly cash flow forecasts to ensure treasury headroom compliance.
- To work with the University Head of Financial Planning to deliver an annual corporate budget and quarterly forecasts ensuring that all stakeholders are engaged and provided with up-to-date projections and clear variance analysis through the monthly management accounts. Escalation of any financial performance issues to the SMT, University Head of Group Accounting and Compliance and the Board as appropriate.
- To develop and maintain, in conjunction with the SMT, an integrated 3-year Financial Plan to support the Business Plan aspirations.
- To contribute to the Company's major business decision making process by developing robustly formulated business cases in conjunction with operational managers and to undertake relevant financial analysis that can inform SMT and Board decisions.
- To work with the University Head of Group Accounting and Compliance to deliver the statutory year end accounts and audit process, ensuring that the financial statements reflect a true and fair view of the year end position, are prepared in a timely fashion and that audit requirements are met, allowing the financial statements to be published by statutory deadlines.
- To attend weekly team meetings with the Group Accounting and Compliance team at the University, including fortnightly onsite attendance.
- To maintain relationships with teams delivering centrally provided services including Accounts Payable, Accounts Receivable, Treasury, Payroll and Procurement.
- To maintain forecasts of ESFA Financial Health Scores and provide advice and guidance in relation to ESFA funding rules and any other relevant regulatory considerations.
- To have line management responsibility for Central Services Manager and team, including performance reporting to SMT.
- To comply with all Company policies and procedures in relation to Safeguarding, Health & Safety, GDPR and Equality and Diversity and always ensure adherence.

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- To undertake any other duties comparable with the role as requested by your Line Manager (or designated alternate).

Person Specification

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Criteria	Essential requirements	Desirable requirements
Qualifications	<ul style="list-style-type: none"> Fully qualified CCAB, CIMA or equivalent 	<ul style="list-style-type: none"> Management qualification
Experience	<ul style="list-style-type: none"> At least five years' post-qualified experience working within a corporate or SME finance environment Experience of preparation and presentation of finance reports to non-finance managers Experience meeting regular reporting deadlines Experience preparing financial statements for publication and coordinating external audit activity Managerial experience at middle or senior level 	<p>Experience working within a small company as part of a larger group, balancing the company's needs with the requirements of a parent entity</p> <p>Experience of preparing audited financial statements under the UK Charities SORP</p> <p>Experience of working in the education sector (FE and/or HE)</p>

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Criteria	Essential requirements	Desirable requirements
Skills	<ul style="list-style-type: none">• Strong communicator, able to clearly explain complex financial concepts to a non-financial audience and develop confidence in their financial stewardship• Advanced analytical and problemsolving skills including the use of appropriate IT tools for relevant tasks• High level IT skills including the ability to use MS Office software in particular advanced Excel skills• Knowledge of financial management information systems including Enterprise Resource Planning (ERP) platforms• Ability to prioritise work efficiently, to tight deadlines and with accuracy• Attention to detail	<ul style="list-style-type: none">• Development of dashboard reports• Business process analysis
Values	<ul style="list-style-type: none">• Committed to Safeguarding policies and procedures and their application• Committed to achieving ambitions through teamwork and collaboration• Takes responsibility and professional pride in the quality of their work• Proactively creates and seizes every opportunity to flourish in education, at work and for life• Shows support, respect and compassion to learners, colleagues and communities	<ul style="list-style-type: none">•

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