

# **Job Description and Person Specification**

**Head of Finance**

**February 2025**

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## Purpose and Values

### Purpose

**Our purpose** is:

Breaking down barriers together.

### Values

**Our values** are:

Dare to be different

Make things happen

Don't be mean

## Job Description

<b>Job Title:</b>	<b>Head of Finance</b>
<b>Salary:</b>	Grade 3 £46,980 to £57,480
<b>Hours of Work:</b>	37.5 hours per week  Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies]
<b>Working from home:</b>	At the line manager's discretion, the postholder may be permitted to work from home; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment
<b>Holidays (Paid):</b>	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
<b>Pension:</b>	Contributory pension scheme  Full details are available from the Finance Department
<b>Main purpose of the role:</b>	Undertake the role of Head of Finance  To lead in developing and implementation all Finance Operational areas – systems, processes and redesign  To create an Annual Finance Calendar and lead and manage the Team to achieve all goals within this
<b>Reporting to:</b>	COO & CFO
<b>Location:</b>	7 Bedford Square, London, WC1B 3RA

## Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of the Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- Prepare accurate financial statements, including income statements, balance sheets, and cash flow reports
- Develop and oversee the annual budget for the institution
- Monitor and manage cash flow to ensure the institution has sufficient liquidity to meet its obligations
- Forecast cash flow needs, including tuition fees, grants, and other funding sources
- Ensure the institution adheres to financial regulations, accounting standards, and internal policies.
- Oversee audits and work with external auditors to ensure financial accuracy and transparency.
- Maintain compliance with tax laws, grants, and funding bodies
- Oversee payroll functions, ensuring staff and faculty are paid on time and in accordance with policies
- Lead on the compilation and submission of all OfS funding monitoring returns and ensure compliance with Terms and Conditions related to funding grants
- Lead and assist team on the compilation of all internal data reports, for example, to report on collection rates, bad debt, student turnover.
- Preparation of the annual OfS Annual Financial Return for submission
- Lead on the development of a new Finance fee policy to implement in 2024-25.
- Lead on the implementation of the Business Continuity process for the Finance Team.
- Develop a procurement procedure and Approved Supplier process which aligns with our Modern Slavery statement
- Implement new systems where necessary for e.g. investigate new timesheet system
- Present findings (in writing and verbally) to a range of internal and external audiences including (internally) the Board of Directors, Strategic Leadership Team and Senior Management Team.
- Line manage and train staff within the Finance team ensuring team members achieve KPIs set.
- Identify training and development requirements for staff within the Finance Department.

- Keep up-to-date with policy and legislative changes affecting finance, such as equality legislation, consumer legislation, Office for Students and JISC policy and procedures, and national and international educational developments.
- Ensure compliance with the Institute's regulations, policies and procedures including the Equality, Diversity and Inclusion Policy.
- Proactively contribute to Finance department's strategic and operational planning.
- Work collaboratively with all members of staff.
- Attend Staff Meetings, Staff Development sessions and all other meetings at which attendance is required.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information relating to students with any third party without the Line Manager's express permission.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

***The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.***

# Person Specification

## Essential criteria [i.e. the criteria that an applicant must satisfy]

### ***Qualifications***

- Undergraduate degree
- An accounting qualification (CIMA, ACA, ACCA or CIPA – part qualified will be considered) and evidence of up-to-date professional development and knowledge.

### ***Experience and attributes***

- Significant experience of working in a finance function within a higher education provider.
- Significant experience of leading teams and developing new processes for implementation
- Understanding of the SLC regulatory framework and policies.
- Significant experience of using Student Management Systems (e.g. Oracle on Demand, SITS).
- Experience of evaluation of the impact of initiatives (e.g. of policy, training and/or staff development initiatives).
- Significant experience in the analysis, interpretation and reporting of data.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, PowerPoint and Outlook; SharePoint; and Microsoft Teams).
- Ability to deal with large sets of data using Excel.
- Advanced Excel skills (e.g. use of VLOOKUP formulas, pivot tables).
- Ability to use or to learn to use Tableau business intelligence software to visualise the results of analysis.
- Experience of working in teams.
- Excellent writing, communication and interpersonal skills.
- Ability to engage, influence and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

### ***Personal qualities***

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.

- Commitment to living the Institute's values: Dare to be different; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's purpose.
- Genuine commitment to equal opportunities, widening participation and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

**Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]**

***Qualifications***

- None

***Experience and attributes***

- Experience of line managing staff.
- Experience of delivering staff training.

***Personal qualities***

- None

**Guaranteed Interview Scheme for applicants with a disability and other related information**

We actively encourage applications from persons with a disability.

If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, Head of People and Development at [antony.charles@bil.ac.uk](mailto:antony.charles@bil.ac.uk). Please refer to our [Staff Recruitment and Development Policy](#) for further information.