JOB DESCRIPTION

Department  Finance
Post Title  Financial Controller
Reports to  Chief Financial Officer
Responsible for  Financial Accounting, Tax compliance, and Financial Control

ROLE SUMMARY

The Financial Controller is responsible to the Chief Financial Officer for:

1. overall financial control across College,
2. compliance with all relevant tax laws and regulations, and
3. Compliance with the requirements of the Criminal Finances Act.

The Financial Controller is responsible for:

1. the provision of effective and efficient financial services (including audit, tax, treasury, insurance, student fees and payroll),
2. Lead responsibility for the management of key external advisers including tax advisers, investment managers, bankers and insurance brokers, and the College’s relationship with HMRC.
3. And, lead responsibility for the preparation and audit of the College’s annual financial statements.

The Financial Controller will also be the Company Secretary for College trading subsidiaries, and will be required to deputise for the CFO from time to time.

MAIN RESPONSIBILITIES

1. Leadership and Management

Lead and manage the Financial Services teams (financial accounting, student fees and payroll). Ensure they provide an efficient and effective service through continuous review and improvement of processes and maintenance of appropriate training and development opportunities for all staff in the team.

2. Compliance and Risk Management

Identify and manage financial risks, including ensuring that processes are in place to detect and prevent fraud.

- Be responsible for the maintenance and development of the College's Financial Regulations and related procedures and guidance. Ensure that these are effectively communicated and understood within the College and that there is compliance with them.
• With appropriate professional advice, effectively manage and plan the tax risks and liabilities of the College and those associated with commercialisation activity, including corporation tax, VAT, PAYE and NIC
• Manage the College's insurance arrangements, ensuring there is appropriate cover in place
• Manage the College's interest rate risk, putting in place appropriate hedging arrangements

3. Financing and Treasury Management
• Manage the treasury function to ensure that adequate liquidity is maintained and that an appropriate rate of return is received on liquid balances
• Assist in arrangement and management of long-term finance including loans from banks, lease finance and third party arrangements
• Advise the Investment Sub-Committee and Founders Endowment Fund Trustees about the performance of the College's investments, liaising with the fund managers and professional advisers and ensure that appropriate accounting arrangements are in place

4. Internal and external relations
Establish and manage effective relationships with College staff, offering financial advice and guidance. Manage external relations with the College's auditors, insurers, bankers, investment managers, HMRC and other professional advisers.
• Oversee the administration of Finance Committee and Investment Sub-Committee. Attend and advise the Audit and Compliance Committee and other groups as necessary.
• Plan and support year end processes, including liaison with external auditors
• Maintain a high degree of awareness of issues affecting the HE sector, in particular in relation to accounting and taxation, including attending appropriate training and building a network of contacts at other institutions
• Act as Company Secretary to the College's trading subsidiary and other incorporated entities as required

Any other duties as required by the Chief Financial Officer.

As the needs of the College change so the above job duties and the location of the role within the College will be adjusted accordingly.