

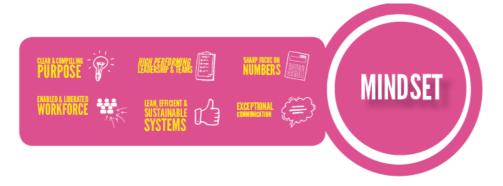
## LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Finance Business Partner	Post Number:	CS1258P
Daily Supervision:	Group Management Accountant	Grade:	CSS Grade 9
Department:	Finance	Last Updated:	June 2024

### **Our Purpose:**

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

#### **Our Mindset:**



#### **Job Purpose:**

The provision of timely and accurate financial and management information, maintenance of efficient financial systems and controls.











#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 1. To prepare monthly management accounts for the college in accordance with prescribed timetables.
- 2. To prepare financial and management information reports, in accordance with prescribed timetables and other ad hoc reports as required.
- 3. To perform monthly reconciliations of the Fixed Asset Register and Payroll Control Accounts, and post the financial data on Symmetry.
- 4. To perform monthly balance sheet reconciliations as appropriate.
- 5. Ensuring allocation of income and costs to correct cost centre(s), identifying and resolving any problem areas.
- 6. Provision of financial information and analysis to budget holders, to support them with the forecasting and budgeting setting process, and increase their financial awareness.
- 7. To ensure compliance with the statutory requirements for taxation and VAT, including completion and submission of VAT return.
- 8. To provide training and support for users of the college financial system.
- 9. To maintain fixed assets register and calculate depreciation for funded and non-funded assets, release of capital grants and monthly reconciliations.
- 10. To contribute to the training and support of apprentice's and junior staff within the department
- 11. To undertake training relevant to the post.
- 12. Act as a Finance Business Partner and provide financial information and support in outturns and forecasts.
- 13. Working alongside the Group Management Accountant managing the budgeting process working alongside both curriculum and commercial.
- 14. Ensure financial information is available in a timely manner for monthly meetings with AP's, budget holders & leads enabling relationships to be maintained.
- 15. To act as a key interface between Finance, Curriculum & Support teams.
- 16. Ensuring that accounting standards issued by the Accounting Standards Board and guidance circulars issued by the ESFA are adhered to.
- 17. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
- 18. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
- 19. To maintain quality standards appropriate to the post.
- 20. To conform with the Health and Safety requirements relevant to the post.
- 21. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.











# **PERSON SPECIFICATION**

	Knowledge	PSM
1	AAT Qualified or CIMA/ACCA/CIPFA Part Qualified	A/I
2	Working knowledge of Blu Qube Symmetry	A/I

	Skills/Abilities – Interpersonal	PSM
3	Excellent numerical, written and oral communication skills	A/I
4	Ability to work under own initiative and effectively prioritise workload	A/I/T
5	Ability to communicate with non-financial staff, including explaining	A/I
	concepts and procedures of good accounting practice	

	Experience	PSM
6	Experience of producing monthly management accounts	A/I
7	Experience of balance sheet reconciliations, including major control	A/I
	accounts	
8	Experience of assisting with year-end audit and preparation of	A/I
	supporting schedules and documentation	
9	Experience of business partnering with non-finance staff	A/I

	Work Related Circumstances	PSM
10	The ability and willingness to undertake relevant staff	A/I
	development/training.	
11	The ability and willingness to cover other duties in unit as required	A/I
12	The ability to work in a non-discriminatory manner	A/I
13	Responsibility for the safeguarding and promoting the welfare of	A/I
	children and vulnerable adults wherever applicable	

	Skills/Abilities - Other	PSM
17	Excellent IT Skills, experience of MS Office, advanced Excel	A/I

Prepared By:	Amy Hare
Date:	February 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test









