

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Finance Business Partner	<b>Post Number:</b>	CS1258P
<b>Daily Supervision:</b>	Group Management Accountant	<b>Grade:</b>	CSS Grade 9
<b>Department:</b>	Finance	<b>Last Updated:</b>	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 concepts and procedures of good accounting practice	A/I

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

Work Related Circumstances		PSM
10	The ability and willingness to undertake relevant staff development/training.	A/I
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 children and vulnerable adults wherever applicable	A/I

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

<b>Prepared By:</b>	Amy Hare
<b>Date:</b>	February 2024

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

