

Post Title:	Finance Business Partner (Projects)	Post Number:	CS1392P
Daily Supervision:	Group Management Accountant	Grade:	LCCSS Scale 9
Department:	Finance	Last Updated:	October 2025

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

Job Purpose

This role of Finance Business Partner provides a vital support to the Projects team with the college. This involves the provision of financial information and supports budgetary control for large capital and revenue projects spanning across Estates and It. In addition, the role is vital to ensure the use of public funding is compliant to funding rules and allocated to the correct project codes. The provision of timely and accurate financial and management information, maintenance of efficient financial systems and controls is an essential part of the role.

Principal Duties and Responsibilities:

1. Liaising with Project Managers, Senior Responsible Officers and other stakeholders to ensure financial objectives are met. Responsible for producing and reviewing profit and loss statements, cash flow reports, and other financial analyses as required for review by the Group Management Accountant.
2. Preparing and managing the project budget, monitoring expenditures, and developing controls so that projects are within financial limits.
3. Generating financial reports for project stakeholders, including income statements, balance sheets, and cash flow statements.
4. Preparing financial forecasts and analysing variances to realign the project with its budget.
5. Maintaining the fixed asset register within the system.
6. Ensuring allocation of income and costs to correct project/cost centre(s), identifying and resolving any problem areas.
7. Ensuring compliance with relevant financial regulations and standards, as well as company policies
8. Maintaining accurate financial records, documentation, and contracts related to project finances.
9. To perform monthly balance sheet reconciliations as appropriate with reference to the capital spend on projects.
10. Assisting in financial audits and preparing necessary documentation for external reviewers
11. Working with the Finance Business Partner Support in managing invoices, payments, and collections related to the project.
12. To contribute to the training and support of apprentice's and junior staff within the department
13. To undertake training relevant to the post.
14. Act as a Finance Business Partner and provide financial information and support in outturns and forecasts.
15. Ensure financial information is available in a timely manner for monthly meetings with AP's, budget holders & leads enabling relationships to be maintained.
16. To act as a key interface between Finance, Curriculum & Support teams.
17. Ensuring that accounting standards issued by the Accounting Standards Board and guidance circulars issued by the ESFA are adhered to.
18. 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.
19. 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.
20. To maintain quality standards appropriate to the post.
21. To conform with the Health and Safety requirements relevant to the post.
22. 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
3. Good Commercial and Business awareness	A/I

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

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

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

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

Prepared By:	Group Management Accountant
Date:	October 2025

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

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

