

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1494P: Finance Business Partner Assistant

SALARY

£27,153 per annum

GRADE

CSS Scale 5

HOURS

37.5

REPORTING TO

Senior Finance Business Partner

DEPARTMENT

Finance

LOCATION

Lincoln

BE READY...

Job Purpose:

To provide financial analysis, reporting and forecasting support to Finance Business Partners and designated stakeholders, ensuring accurate and timely financial information is available to support operational decision-making.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To aid the Finance Business Partners in monthly duties in accordance with month end and year end timetables.
2. To prepare financial and management information and work with the Finance Business Partners to produce the month end reports in accordance with prescribed timetables and other ad hoc reports as required.
3. To support the Finance Business Partners in preparing month end reconciliations of the balance sheet for the Group Management Accountants review.
4. To support the Finance Business Partners in preparing month end reconciliations of the income & expenditure reports for the Group Management Accountants review.
5. To assist the Finance Business Partners with preparing financial information and analysis to budget holders, to support with the forecasting and budget setting process.
6. To prepare reports and year end reconciliations in accordance with audit requirements.
7. To support with system development opportunities to aid in driving innovation.
8. 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.
9. 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.
10. To maintain quality standards, appropriate to the post.
11. To conform with the Health and Safety requirements relevant to the post.
12. 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 Level 4 or working towards.	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.	A/I
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	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
11	Ability and willingness to work flexibly.	A/I
12	The ability to work in a non-discriminatory manner.	A/I

	Skills/Abilities - Other	PSM
13	Excellent IT Skills, experience of MS Office, advanced Excel.	A/I
14	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
15	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	A/I

Prepared By:	Viktor Skorobogatov – Group Management Accountant
Date:	August 2026

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:

