

**Finance Manager (potential CFO/FD/Vice Principal)**

**Salary:** £54,384 to £59,615

Salary dependent on qualifications and experience  
(potential to progress to more senior responsibility in the College)

30 + 5 days annual leave excl. Bank Holidays

Defined benefit (current 24%) pension contribution

**Contract:** Full Time, Permanent

**Required:** Immediate Start Available

Dear Prospective Applicant,

Thank you for your interest in the position of Finance Manager at Cirencester College.

This campus based, full time role, is we hope, a great career opportunity to join a well-established, friendly and successful Sixth-Form College team and to contribute to great post-16 education and skills development in our region.

Our Finance Director will be retiring by the autumn of 2025 after nine successful years of service. This role offers you up to two years to learn and establish an authoritative understanding of our ever evolving and sometimes complex Further Education operating environment and the potential to step-up to more senior roles in the College.

This role requires supporting the Finance Director to ensure that we remain financially robust and that good financial management is embedded across a busy College. Healthy finance underpins all our other operations and therefore makes an important contribution to student and staff recruitment and retention.

We are looking to recruit for this significant post as soon as possible. The aim of this letter is to supplement the job description and give you the chance to judge whether the role and College are right for you.

We are a top performing 6<sup>th</sup> form college, which was previously a tertiary college. Most of our c. 3,000 students (expected to hit 3,200 within a year) are doing level 3 programmes, either Vocational or A Levels. Following selection in 2020 as one of the first across the country to deliver the new innovative T level qualifications we will, going forward, be an A and T Level College. We also do offer apprenticeships and, in the evening, we run adult classes and the Sundial Theatre. Our students (and staff) come from across Gloucestershire, North Wilts, Swindon and West Oxfordshire.



As you can see, the College (the right hand 75% of the picture) is situated beside the beautiful grounds of Cirencester Park, just up the hill from the town. . The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run. The picture includes £14m of new-builds achieved since 2021 with a further £4m construction project starting after the picture was taken. These are part of an ambitious Estate Strategy in response to rising enrolments to bring all our built areas up to C21st standards. In parallel we have a Green Campus strategy to enhance our outdoor spaces for staff, students and for nature.

The College has since 2020, retained an “Outstanding” financial health grade awarded by our main funding agency, the Education and Skills Funding Agency and is graded as “Good” under an Ofsted inspection in 2018.

The college approximately 360 staff including managers, lecturers and a wide array of campus-based support staff.

We are in a rural area with all the additional benefits & challenges this brings.

Approximately two-thirds of our students come in by bus each morning.



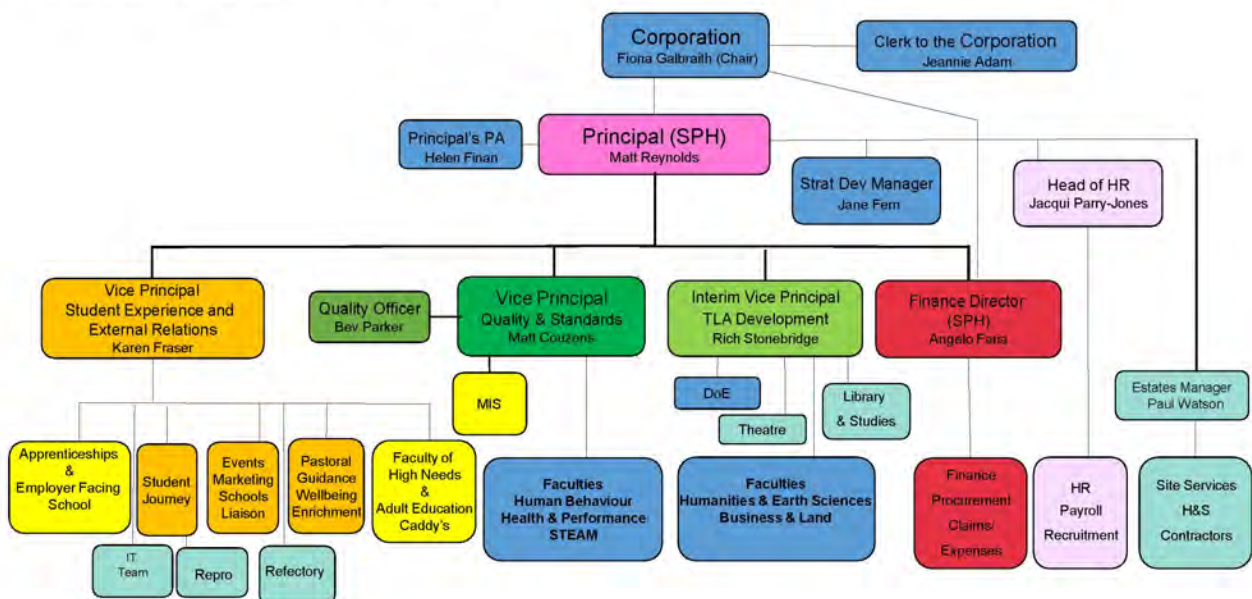
In doing so, they are *choosing to come to us* rather than our many competitors.

We have grown by listening to students (and parents) and delivering a great student experience, as well as excellent raw and value-added results. Students come to us for the choice of subjects we offer, the socially relaxed but academically focused atmosphere, and the freedom to develop in a safe and supportive environment.

You would be joining a top performing college & much of this success is down to the fact that we have been very clear about where we wanted to go, have strong values and have successfully managed our finances during a testing time for our

sector.

CIRENCESTER COLLEGE ORGANISATION CHART



## The Finance Manager Role

The College is an exempt charity, with a strongly pastoral, “can do” culture, where we care for and support each other to enable our students to reach their fullest potential.

We want you to be flexible, proactive, demonstrating initiative in a value driven way to express your



professional skills with the same spirit of care and commitment to our College and our students.

We need your professional skills to help us further develop our effective financial systems and to support our successful managers through timely, concise, reliable reporting and continuous forecasting.

On a day-to-day basis you will be managing the Finance Office comprising 3 full time equivalent staff who have worked hard to achieve several years of clean internal and external audits. As with most financial roles, in addition to daily financial transactions and procurement there is an annual cycle of reporting to be delivered and you would play a lead role in this. There will also be variety and an opportunity to be involved in developments as new services, systems and policies are introduced in a constantly evolving Further Education landscape.

We have a particularly effective model of accounting and budgeting which you will fully grasp over an annual cycle. This should represent a genuine development opportunity as it will give real insight into successful financial management in the education sector and the challenges we face.

Other variety might be provided if you were involved in any of our constantly changing range of projects or perhaps a talk to our new T Level finance or accounting students. But the core of the job is managing finance.

The job description and specification provide a list of the skills and experience we are looking for, but above all we need someone who can commit superb professional skills to the continued achievement of our mission and values.

Unlike schools, the college has its own pay scales and terms and conditions. The campus-based post itself is on support manager terms and conditions which include, 30 days holiday excluding public holidays, 5 nominated days per year, defined benefit (currently 23.6%) pension contributions with excellent death-in-service benefit, subsidised meals, free gym as part of an attractive benefits package.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue.

If you think this matches your aspirations, we look forward to receiving your application and cover letter, which you should address to Human Resource and send to [hr@cirencester.ac.uk](mailto:hr@cirencester.ac.uk).

If you would like to visit the College or ask questions to find out more then please contact our Finance Director, Angelo Faria – [angelo.faria@cirencester.ac.uk](mailto:angelo.faria@cirencester.ac.uk) or by arrangement on 01285 626 113.

Yours sincerely

Matt Reynolds

Principal

**Job Description: Finance Manager (potential CFO/FD/VP)**

**Reporting to:** Finance Director



The key purposes of this campus based senior support management role are to:

Support the Finance Director in retaining the “GOOD” to “OUTSTANDING” financial health grade.

Learn and establish an authoritative understanding of revenue and cost drivers in the College.

Effectively line manage a busy, high competence finance team and provide designated output reports.

Take responsibility for budgeting, forecasting, management accounting and finalising the year-end statutory accounts with external auditors.

Continuous development of timely, relevant, and accurate College Financial reporting systems.

Support the Finance Director with effective reporting to external stakeholders including regulatory returns.

Enjoy playing a full role as part of a busy Finance team in providing the best possible service to our staff, students and other stakeholders.

| <b>This front-line support post is responsible for:</b> |   |
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| <b>Excellent Finance management and reporting.</b>      | <b>College educational service provision</b> <ol style="list-style-type: none"><li>1. Learn and establish an authoritative understanding of revenue and cost drivers across all College areas of activity.</li><li>2. Developing effective lines of communication with other budget holder managers in the College to support high quality cost and cash management reporting in the College.</li><li>3. Deputising for the Finance Director as required.</li></ol>   |
|   | <b>Annual Budgets/Financial planning</b> <ol style="list-style-type: none"><li>1. Develop a sound understanding of core revenue grant compliance requirements.</li><li>2. Preparation of the first draft salary budget for submission to the Finance Director and Principal</li><li>3. Responsibility for the first draft detailed &amp; consolidated operating budget after consultation with budget holders considering prior year comparatives covering revenue, salaries and cost centre spend.</li></ol> |
|   | <b>Financial Reporting</b> <ol style="list-style-type: none"><li>1. Preparation of timely monthly financial statements including pragmatic forecasts with control account reconciliations and updated supporting schedules.</li><li>2. Month-end and year-end processes in R32000.</li><li>3. Preparation and presentation of quarterly Contribution accounting reporting to the Finance Director with follow-on presentation to appropriate College managers</li></ol>                                       |

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|  | <ol style="list-style-type: none"> <li>4. Streamlining and improving on processes – e.g., Purchase Order processes</li> <li>5. Managing cost centre, nominal accounting schedules and changes.</li> <li>6. Responsibility for accurately recording Grant funded spend to support timely capital and revenue grant claims.</li> <li>7. Bringing anomalies to the Finance Directors attention at the earliest instance.</li> <li>8. Dealing directly with Budget holders on the Finance Directors behalf.</li> </ol> <p><b>Financial Year-end</b></p> <ol style="list-style-type: none"> <li>1. Accurate accruals control to ensure timely recognition of expenditure commitments.</li> <li>2. Ensure completion of various year-end related regulatory notes, disclosures or statements.</li> <li>3. Timely preparation of a pre-audit draft of the excel and word statutory accounting templates by end-September capable of submission to the statutory auditors.</li> <li>4. Submission of the annual Vat return by end-September.</li> <li>5. Effective communication with and responses to the external auditors and managing the external statutory audit process to successful conclusion ready for sign-off by the Finance &amp; Audit committee and Corporation.</li> </ol> <p><b>Cash Management</b></p> <ol style="list-style-type: none"> <li>1. Month-end cash use reports and funds flow automatic feed.</li> <li>2. Assist the Finance Director on appropriate grant administration and reporting tasks.</li> </ol> |
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| <p><b>Effective line management of the finance team and designated cross-college reports</b></p>       | <p>Lead and line-manage the Finance team including recruitment, appraisals, performance management and ensuring efficient and adequate cover.</p> <p>Ensure accurate and timely reporting of commercial and non-core functions with clarity around net income, indirect costs,</p> <p>Monitor the financial skills base of directly line managed staff and support them in developing further.</p> <p>Creating and managing, under delegated authority resilience, viability and good professional advice to College non-core managers</p>  |
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| <p><b>Ensuring the smooth functioning of the finance team and designated cross-college reports</b></p> | <p>Ensure correctness of entries including salary journals &amp; reporting through the primary ledgers – Purchase ledger, Cash book, Sales Ledger, Nominal ledger.</p> <p>Cover for Finance Assistants, Asst. Financial Assistant and Procurement officer during periods of absence.</p> <p>Managing and balancing functional cover with leave requests especially during busy, deadline heavy periods.</p>   |

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|   | <p>Work effectively with College managers to secure the reports necessary to produce presentable monthly, year-end and occasional financial reports</p> <p>Authorisation of transactions to your authority level.</p> <p>Submitting directly or assisting Delivery managers to submit funding claims, supporting reports to funder stakeholders.</p>   |
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| <b>Financial reporting software and systems</b>   | <p>With the Finance Director, work towards an effective replacement for R32000 by October 2025.</p> <p>Developing a one-time entry Supplier purchase order to invoices-to-approval system removing the current paper dependence.</p> <p>Ensuring that the Cost centre structure effectively reflects the changing needs of the College.</p> <p>Develop improvements in financial reporting systems, streamlining processes, seeking short-cuts to provide College managers with reports that are timely, accurate, presentable, and relevant.</p> <p>Working closely with the Finance Director to develop timely, accurate, presentable Contribution accounting systems.</p>   |
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| <b>Supporting good administrative, control and compliance systems, and reports to external stakeholders</b> | <p>Ad hoc grant requirements – Supporting one off grant bids and claims, maintain Energy and carbon reporting and contribute to grant bids for Zero Carbon initiatives, IT certifications – PCISDSS certification</p> <p>First point of contact as administrator of various financial systems – credit cards, BACS, Teachers Pension, Parents portal, Local Government Pension administration etc.</p> <p>Ad-hoc National Statistics returns</p> <p>Preparation of annual Trades Unions Facilitation reports</p> <p>Quarterly Contribution reports for a range of non-core College activities</p> <p>Assisting the Finance Director with annual insurance renewal covers.</p> <p>Providing back-up for the HR Manager with payroll approvals, salary reporting by cost centre, admin aspects, benefits regulations, and requirements of pensions administration, retaining contacts and logins.</p> <p>Act as Administrator and co-ordinator for WisePay – our Parent Portal</p> |
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| <b>Enjoy a full role as part of the Finance team in</b>   | <p>Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility.</p>  |

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| providing the best possible service to our students and other stakeholders. | Supporting and advising other College managers with their financial functions                              |
|   | Safeguarding and promoting the welfare of young people and vulnerable adults as part of your every-duties. |
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This role will require flexible working and may include some evenings to meet deadlines. You will need to invest time and a “hands on” approach to understand a thriving College’s operational and cost drivers.

All staff are expected to work within College policies and procedures, with particular regard for Safeguarding, Data Protection, Health & Safety, Equality & Diversity, and customer service ethos.

Incremental salary progression is subject to satisfactory performance. The Finance Director will be retiring by the autumn of 2025. This role offers you two years to learn and establish an authoritative understanding of our ever-evolving Further Education operating environment and the choice to remain at a similar level of seniority or to step-up to more senior roles in the College. The choice will be yours.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

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| <b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>   |
| <ol style="list-style-type: none"> <li>1. Effective communication with the Finance Director evidenced by timely reporting, smoothly managed conclusion to the statutory audit.</li> <li>2. Active and appropriate College information sharing with the Finance Team and with the Finance Director.</li> <li>3. Meticulous attention to detail and accuracy balanced with focus on “GOOD” outcomes – i.e., “seeing the woods for the trees”.</li> <li>4. Annual staff and student surveys remain positive.</li> <li>5. Good feedback from SLT and other departments</li> <li>6. Maintenance of clean audit reports.</li> <li>7. Quality and timeliness of reporting from College ‘commercial’ managers</li> </ol> |

## PERSONAL SPECIFICATION

You will be able to make a very substantial contribution to the College’s charitable purpose of providing an excellent education to its many stakeholders.

We are seeking someone who closely matches the following criteria:

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| <p><b>Qualifications</b></p>             | <p>Professional Accountancy Qualification – ACCA, ACMA or ICAEW qualified with five years’ post-qualification demonstrative and substantial experience in a similar “hands-on” role and excellent references and personal testimonials.</p>  |
| <p><b>SKILLS/ PERSONAL QUALITIES</b></p> | <p>Effective and proficient in Excel &amp; Word.</p> <p>Superb technical (book-keeping, FRS &amp; FE SORP 2019) skills.</p> <p>Willingness to learn and exploit systems including power-point and similar presentational systems</p> <p>Commitment to effective communication channels with the Finance Director to maintain the clean audit record and excellent financial accountability standards.</p> <p>Excellent report presentation skills.</p> <p>A pro-active self-starter with the ability to work independently on your own initiative with minimal supervision.</p> <p>A personality that thrives on, if not enjoys unpredictability, while maintaining a steady state clear-eyed view on good and meticulous governance, cash, contribution, and costs.</p> <p>Someone who will take the College’s 16-19 years education charitable purpose “under your wing” to learn, protect, safeguard, and promote good practice throughout College activity.</p> <p>Well organised, especially about administration, prioritising workload, and meeting reporting deadlines</p> <p>Excellent stakeholder service skills and reputational awareness</p> <p>Ability to establish good rapport with adults and young people and understand their needs</p> <p>Suitable to work in a busy College environment in the presence of children, young people, and vulnerable adults and to act accordingly. (Knowledge of safeguarding practices and procedures)</p> |

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.