ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE
Head of Finance

RESPONSIBLE TO
Finance Bursar

RESPONSIBLE FOR
Finance Team (a team of 4 responsible for payroll, purchase ledger, credit control, banking and other ledger management)

MAIN PURPOSE:
To support the Finance Bursar in all aspects of the financial management, planning, reporting & analysis of the College’s financial affairs and ensuring that all financial information produced is timely, accurate and relevant.

To manage the finance team.

Role responsibilities relate to the College and all subsidiary companies.

KEY AREAS AND STANDARDS OF PERFORMANCE:

FINANCIAL CONTROL:

Management Accounting:
- To prepare budgets, forecasts and cash flow forecasts in conjunction with HODs as relevant.
- To publish budgets to all departments as appropriate.
- To prepare regular management accounts, including investigation of variances and commentary.
- To liaise with HODs and key stakeholders on actions required following reviews of management accounts.
- To assist the Finance Bursar with preparation of papers for Council, Governing Body and Finance Committee.
- To assist the Finance Bursar with ad hoc queries as and when required.

Financial Reporting:
- To manage the annual audit and accounts preparation process.
- To act as the main contact for external auditors.
- To ensure up to date knowledge of accounting standards and awareness of future changes that may impact the College accounts.
- To act as secretary to the Finance Committee.

Compliance & Control:
- To be responsible for financial control, risk management and compliance for the College and subsidiaries.
- To ensure compliance with accounting regulations and University reporting requirements.
- To ensure compliance with tax regulations, including PAYE and VAT, and main point of contact for HMRC and tax advisors.
- To be responsible for management of control environment both within the Finance team and across the College and subsidiaries on financial matters.
- To act as company secretary for subsidiary companies.
- To be responsible for administration of banking arrangements and user access.
- Management of the payroll function for the College and pensions compliance,
including co-ordination with the HR function.

- To act as main contact for pension advisors/contacts.

Operational Management:

- To ensure accounting records are accurate and transactions recorded on a timely basis.
- Management of cash levels and supplier payment runs.

Endowment & Investments:

- To provide support on transaction processing, accounting and tax compliance matters related to the endowment.
- To maintain accounting records for each individual fund and ensure accurate records are maintained with regards to the permitted spend each year per fund.

IT SYSTEMS:

- To lead the project to change the accounting software currently in use, including identifying key requirements of the new system, testing, user training and successful implementation.
- To work with IT team to develop an IT strategy for the Finance team.

COMMUNICATION & ENGAGEMENT:

- To ensure clear and regular communication with all finance team members, both individually and through regular team meetings.
- To attend 121 meetings with the Finance Bursar to share updates and ensure alignment of objectives and priorities.
- To attend monthly Head of Department Committee meetings and to contribute positively and constructively to the benefit of all attendees and the College.
- To provide written back-up of verbal instructions or key conversations as appropriate to ensure that appropriate documentation exists.
- To represent the College in appropriate cross-College groups and build working relationships with colleagues in other Colleges.
- To respond promptly and accurately to requests for College data and apply good judgement as to when the Finance Bursar should be consulted for approval of reports.
- To act as main point of contact for Fellows, staff and students with financial questions – ensuring a College perception as a trusted source of information.
- To build positive and effective relationships with key stakeholders, including other Heads of Department.
- To co-operate and communicate with other staff departments and with Senior, Middle and Junior members of College as appropriate. This includes providing assistance and/or guidance to the student May Ball and Brickhouse committees.

STAFF MANAGEMENT:

- To lead and manage the finance team providing clear direction including regular appraisals and objective setting, development opportunities and coaching.
- To periodically review job descriptions for all posts within the department.
• To prepare and implement training plans for the department. Training needs will be reviewed at annual appraisals.
• To lead a cohesive departmental team that is structured and resourced to meet the departmental objectives.
• To operate the College disciplinary procedure when required in accordance with policy and direction from the Human Resources Manager and Domestic Bursar.
• To operate a staff appraisal/review system which is designed to improve performance and develop staff within the objectives of the College.

CUSTOMER SERVICE:

• To ensure our students and conference clients all receive excellent standards of customer care from our Finance team.
• To have a firm manner (for instance when chasing overdue debts) whilst maintaining a polite and professional style.

LEGISLATION:

• To ensure that all relevant legislation is complied with by the department.
• To ensure adherence to the provisions of Fire and Health and Safety legislation/Regulations and College Policies.
• To ensure the effective management of all personal data under the control of the finance team in order to meet the requirements of the GDPR and the College Data Protection Policy.

OTHER:

• To act in the best interests of the College at all times.
• To implement a right first time every time culture in the department and team.
• To undertake other duties and responsibilities as you may be reasonably asked to from time to time.

March 2021.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION &amp; TRAINING</strong></td>
<td>GCSE’s/O-Levels in Maths and English</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-Levels or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degree or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A qualified accountant.</td>
<td></td>
</tr>
<tr>
<td><strong>WORK EXPERIENCE</strong></td>
<td>An experienced accountant with a track record of successfully managing a</td>
<td>Ideally experience of working in an Oxbridge College.</td>
</tr>
<tr>
<td></td>
<td>team.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience of statutory reporting, VAT, PAYE, payroll and pensions is</td>
<td>Auditor background.</td>
</tr>
<tr>
<td></td>
<td>essential.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience of working for a charity in a senior role.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experience of a systems change project.</td>
</tr>
<tr>
<td><strong>INTELLIGENCE/APITUDE</strong></td>
<td>Financially astute</td>
<td>Strategic thinker</td>
</tr>
<tr>
<td><strong>ATTITUDE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent oral and written communication skills</td>
<td>Flexible approach to problem solving</td>
</tr>
<tr>
<td></td>
<td>Able to appropriately balance the need to get into the detail in many</td>
<td></td>
</tr>
<tr>
<td></td>
<td>areas with the ability to take a high level view.</td>
<td></td>
</tr>
<tr>
<td><strong>PERSONALITY/INTER-PERSONAL</strong></td>
<td>Ability to liaise and cooperate with others at all levels, both within</td>
<td>Pragmatic “hands-on” approach</td>
</tr>
<tr>
<td><strong>SKILLS</strong></td>
<td>and outside the department and the wider College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A team/individual motivator</td>
<td></td>
</tr>
</tbody>
</table>