## Job Description

<table>
<thead>
<tr>
<th>Job Title: Head of Finance</th>
<th>Post holder:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting To: Bursar</td>
<td></td>
</tr>
</tbody>
</table>

### Main Purpose of Role/Overview:
The Head of Finance manages the finance team reporting to the Bursar. The team is responsible for the financial management of the College including preparation of annual statutory accounts, monthly management accounts, budgeting & forecasting, undertaking reconciliations and providing general accounting support to the College and its members.

### Main Responsibilities & Duties:

1. Leadership, management and development of the Finance Team.

2. Preparation of statutory accounts in line with the Recommended Cambridge College Accounts (RCCA) and the Higher Education SORP.

3. Production of monthly management accounts and budget exception reports.

4. Lead, manage and oversee the annual planning and budget process.

5. Maintain and develop the long-term financial plan in conjunction with the Bursar.

### Standards of Performance/Results:

1. Positive feedback from Senior Management Team and from staff survey

2. Statutory accounts file on time with clean audit report.

3. Accurate management accounts/exception report produced on time.

4. Budget timetable and instructions circulated. High levels of budget holder engagement and credible draft budget produced to timetable.

5. Engagement in updating and maintaining the forecast model within the monthly accounting routine.
6. Establish and maintain appropriate internal controls to safeguard and protect the College’s assets.

7. Manage the Treasury function to maximise returns from short- and long-term investments including ensuring sufficient liquidity and management of debt obligations.

8. Provide accurate, relevant and timely information to senior management regarding the current and forecast financial position of the College and in respect of current financial issues.

9. Manage the College’s key financial relationships including auditors, bankers, investment managers, insurance brokers and pension scheme administrators.

10. Preparation and submission of various inter collegiate and external financial and other returns required to satisfy statutory and regulatory requirements inc. Charity Commission Annual Return, ONS Returns, HMRC returns and pension scheme reporting.

11. Management and development of the accounting system including liaison with the software supplier and consideration of alternatives when appropriate.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks within their competency as required.

All employees are expected to work collaboratively to support the overall work of the College.

### Significant internal/external relationships:
Bursar, Student Office, Development Office, Catering and Conferencing and Accommodation Office, Auditors, Investment Managers, Bankers, Insurers, OIS.