

## Job Description – Head of Finance

<b>Hours:</b>	0.8 FTE
<b>Line Manager:</b>	Principal & CEO
<b>Team:</b>	Finance & HR
<b>Location:</b>	Ware, Hertfordshire (remote working considered with at least one day per week on site)
<b>Salary:</b>	£45,000 per annum pro-rata + benefits

All Nations Christian College has a long history of successfully equipping men and women whose sights are firmly set on a future in mission work. In 2021 we celebrated 50 years of training for these remarkable individuals. We believe our work to be vital – preparing people for mission requires training for ‘the whole person’. And central to our ability to deliver high standards of education and growth for our students is a highly skilled, diverse and engaged team, ready to serve and make a difference. Could that be you?

### Role Overview and Responsibilities

In this key role, the Head of Finance will lead on all financial matters related to the College, and is a member of the Senior Leadership Team. The main functions are to control, direct and manage all college financial resources in order to meet college objectives, statutory obligations and best practice financial management standards. In addition, the post holder will provide financial analysis and advice to assist the general management and strategic development of the college. The Head of Finance will report to the Principal & CEO, and also to the Board and Finance & Resources Committee.

#### Main Duties

1. Control, direct and manage all financial resources of the College and the wholly owned Trading subsidiary
2. Be a member of, and contribute to, the College’s Senior Leadership Team (SLT)
3. Provide financial strategy to the SLT, F&RC and Board as required
4. Agree schedules with the College Treasurer (Trustee) for F&RC meetings; provide relevant management accounts and make recommendations as appropriate at Board meetings
5. Act as the primary point of contact with the College Treasurer ensuring regular dialogue on governance matters
6. Produce termly and annual financial & statutory accounts and other measures to monitor the performance of the college
7. Provide monthly updates to budget holders on spending
8. Manage the year end audit process and the auditors

9. Ensure compliance with Office for Students financial reporting, in particular completion of the Annual Financial Return
10. Carry out regular budgeting, forecasting and financial planning at request of CEO / F&RC or Board and highlight financial challenges facing the college.
11. Manage the student bursary scheme and chair the Bursary Committee
12. Ensure compliance with all relevant laws such as tax, GDPR, Company & Charity requirements, filing accounts on time and completing annual returns
13. Review, upgrade and continually manage the development of financial systems, controls and associated reporting mechanisms
14. Oversee the processing of payroll
15. Set fees and prices according to policies and in communication with the SLT and student community
16. Take responsibility for the security and management of all college financial resources
17. Make investment decisions with regard to treasury management and manage cash flow requirements
18. Be the Company Secretary for the College and the Trading Company and take responsibility for Company Secretarial duties
19. Line manage other members of the Finance Department and potentially HR

## Person Specification

### Qualifications and Skills

Essential	Desirable
ACA,ACCA or CIMA qualified accountant	
Excellent written and verbal communication skills	
Ability to develop innovative ideas and strategies	
Strong organisational, prioritisation skills and ability to multitask	
Strong decision-making capability	
Excellent attention to detail	
Strong IT skills in Sage, Microsoft Outlook, Excel, Word and PowerPoint	
Excellent interpersonal skills and ability to form and maintain effective working relationships with colleagues	

## Experience

Essential	Desirable
Team management experience	
Experience in a similar role: demonstrable track record of success in financial management, financial control, strategic planning, forecasting, cashflow, audit, risk management and compliance	Experience in charity and/or educational sectors
Strong experience in the development of budgets, working with financial procedures and drafting financial policies	A track record of working in a fast-paced environment
Demonstrated proactive approaches to problem-solving with decision-making capability	

## Aptitude and Values

Essential	Desirable
A resourceful team-player, with the ability to also be extremely effective independently	Diplomatic with the ability to manage the expectations of others.
A creative and strategic thinker	A collaborative working and management style
Professional and tenacious	
Calm under pressure	Works with grace and a sense of humour
Adaptable and able to work in a changing environment	
A "servant heart"	
A heart for Christian cross-cultural mission	

## Other information

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed Christian and fully supports the objectives of the college.

All Nations Christian College is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.

*Applicants must have the right to work in the UK.*

## Benefits

- Employer pension contributions of 8% of salary
- 30 days holiday per annum pro-rata plus bank holidays (excluding the May bank holidays) when they fall on a normal working day plus the days the College is closed between Christmas and New Year

- Life Assurance of three times salary
- Employee Assistance Programme
- Free, freshly prepared lunch at the College on your working days (if not remote working)

### **To apply**

Please send us your CV and a covering letter explaining how your skills and experience are relevant, and why you are the ideal candidate for this post. Email [hr@allnations.ac.uk](mailto:hr@allnations.ac.uk)

We look forward to welcoming the successful candidate!