

Financial Reporting & Project Lead Job Description

Grade and Salary:	Grade 9
Hours of work:	40 hours/week
Responsible to:	College Accountant

Purpose and Objectives

The Financial Reporting & Project Lead will play a critical role in supporting the College Accountant and Finance Team with the College's reporting requirements, while also driving impactful finance transformation projects. This role is designed for someone who can proactively identify opportunities for improvement, plan, and lead initiatives to enhance the College's financial and wider operations.

In addition to leading change, this position includes general accounting responsibilities such as assisting with month-end and year-end processes, providing cover for colleagues during absences, and offering direct support to the College Accountant.

The successful candidate should be flexible, capable of occasionally stepping in for the College Accountant or Finance Manager and be committed to enhancing the overall efficiency and effectiveness of the Finance Department.

Reporting Structure

The Financial Reporting & Project Lead will report directly to the College Accountant. The Finance team consists of the College Accountant, a Finance Manager, a Management Accountant, a Finance Assistant, and a Payroll Officer. The department is overseen by the Domestic Bursar.

Key Responsibilities

- Deliver accurate management reports, ensuring timely preparation and providing clear explanations for any significant variances or trends
- Oversee the integrity of financial data within reporting systems, ensuring accuracy and consistency across all financial reports
- Monitor the financial performance of specific projects, assisting budget holders to ensure they stay within budget and deliver value for money

- Support strategic financial planning by collaborating with the College Accountant to implement initiatives that align with the College's goals
- Oversee budgeting processes, assisting in the annual budgeting process and ensuring all relevant data and reports are prepared and distributed promptly
- Manage monthly financial reporting, coordinating reporting routines, addressing queries from budget holders, and ensuring accuracy in all reports
- Contribute to year-end processes by supporting the College Accountant with month-end and year-end activities, including preparing necessary statutory reports
- Work with other departments to support cross-functional projects, ensuring financial considerations are integrated into planning and execution
- Enhance operational procedures by assisting in creating and implementing new Standard Operating Procedures (SOPs) and training staff to ensure consistent reporting and compliance
- Lead system reviews and implementations, taking charge of evaluating and potentially implementing new accounting and Battels systems to improve efficiency
- Develop and implement automated reporting tools and dashboards that integrate data from multiple sources to streamline reporting processes and enhance real-time decision-making
- Drive financial improvement projects by identifying and championing initiatives that enhance productivity, while coordinating closely with the College Accountant to prioritize and execute these initiatives
- Regularly review and refine financial processes to enhance efficiency, accuracy, and responsiveness to the College's needs
- Assist with internal and external audits by preparing necessary documentation and providing explanations as required
- Develop cash flow forecasting, helping establish and maintain effective forecasting and reporting procedures

The above list is not exhaustive and the Financial Reporting & Project Lead will be expected to carry out such other duties as the College may from time to time request, commensurate with the grade and responsibilities of the post. The duties may be varied from time to time without changing the core nature of the post.

Other

- Ensure requests for financial information from staff, fellows and external agencies are answered accurately and in a timely manner
- Communicate both verbally and in writing with College Officers and Heads of Department.
- Attend College committee meetings, as requested.
- Update and maintain knowledge of topical College and University issues.
- Act as cover for the Finance Manager role during holidays and sickness.

Person Specification

Essential Skills & Knowledge

- A relevant professional qualification (e.g., ACA, ACCA, CIMA) or equivalent experience.
- Demonstrated experience leading finance or data-related projects, including project planning, execution, and delivery.
- Proficiency in financial reporting software, such as SAGE, Oracle, or similar.
- Advanced knowledge of data analysis tools, such as Excel, Power BI, Tableau, or SQL.
- Experience in developing and implementing automated reporting tools and dashboards.
- Strong ability to prioritise tasks and manage multiple projects simultaneously.
- Strong problem-solving skills with a track record of identifying and implementing process improvements.
- Adaptable and flexible to manage a variable workload, to prioritise and undertake tasks in a logical and methodical manner.
- Able to work collaboratively and productively with colleagues and staff from other departments.
- Excellent written and interpersonal skills with the ability to explain technical and financial aspects in everyday language to non-finance specialists. Confidence to personally present reports to all levels within the College.

Desirable Skills and Knowledge

- Previous experience working within a higher education institution, university, college, or public sector organisation, with an understanding of the specific financial, operational, and regulatory challenges in these environments.
- A recognized project management qualification, such as PRINCE2, PMP, or Agile, demonstrating the ability to manage projects effectively.

Terms & Conditions

Salary	Grade 9 (£56,623 - £65,336)
Hours	40 hours per week (including one hour paid lunch break) 9am-5pm – or as agreed with the College Accountant
Holidays	You will receive a paid holiday entitlement of 20 days (or the equivalent of four working weeks). In addition you are entitled to holiday during the College closed period at Christmas/New Year

and at Easter, when you may take an additional three days' holiday during the week before or after Easter.

Pension

You will be enrolled automatically in the University Superannuation Scheme

Probationary period

Six month probationary period.

Meals

A free lunch when working over the lunch period and the College Kitchen is open

Benefits

Private medical insurance once probation period is completed.