Clare College
Cambridge

Job Description

Job Title: Finance Manager

Department: Finance Office

Responsible to: Deputy Financial Bursar

Purpose of Job: As a key member of the Finance Office Team, this role is responsible for all areas of financial accounting, audit, treasury, tax, payroll and endowment management for the College, its trading subsidiaries, and Trusts. It also acts as the day-to-day operational manager providing support for the transactional team and ensuring all workload and deadlines are met.

Duties and Responsibilities

The Finance Office is responsible for delivering best practice accounting so the College is able to make decisions based on accurate and timely information. This role is pivotal in ensuring the Finance Office Team is supported and managed through the delivery of the key responsibilities listed below.

Key Responsibilities

Financial Reporting

1. Assisting in the production of the consolidated and individual statutory accounts of the College, and the trading subsidiaries to the applicable RCCA and UK GAAP standards.
2. Liaison with the external auditors including preparation and collation of information requests.
3. Give advice on the technical treatment of complex accounting transactions.
4. Ensure resilience of financial controls and processes within the remit of the role.
5. In liaison with the Development Office, ensuring donations are properly accounted for in the appropriate period and reconciliations between Blackbaud and Sun systems happen regularly. Provide support with any Discretionary Trust tax claims in conjunction with the Development Office seeking Gift Aid.

Team Management

6. Manage the assigned team ensuring staff have clear objectives and are motived, developed and encouraged deliver the highest standard of professional practice.

7. Ensure the Team meet their processing and month end deadlines, and all control and suspense accounts are reviewed and in balance monthly.

8. Complete annual appraisals and be responsible for the management of the day-to-day operations of the office and of the AP Clerk, AR Clerk and Accounts Clerk.

9. Promote a constructive culture of financial control, fiscal awareness and good financial practice, including a value for money approach, among non-financial staff.

Investment and Trust Management

10. Prepare valuation reports for and to the Investments Committee ensuring accurate and timely posting of the valuations to the ledger.

11. Monitoring receipt of distributions from investments and taking correcting action if necessary.

12. Monitoring capital calls and ensuring internal approvals received in a timely fashion.

13. Calculating and posting to the ledger the annual drawdown, total return and management fee for trust funds.

14. Ensuring that funds are spent appropriately and transfers to unrestricted activities such as payroll recharges and transfers allowable as per College statutes are completed correctly and in a timely manner.

15. Ensure that users of restricted funds balances are notified in a timely fashion of funds available, including projections of income and expenditure as and when requested.

Cash Flow and Fees

16. Reconcile College Fees and University Composition Fees in the ledger to CamSIS and University Statements, paying any amounts due.

17. Produce a monthly cash flow report for the College and for the Endowment updating regularly as required.

18. Pro-active monitoring of the College's bank accounts including ensuring there are sufficient balances in appropriate accounts.

19. Supporting student societies with any banking matters relating to continuity.

20. Ensure that all bank mandates are kept up to date and in accordance with the Scheme of Delegation.

Payroll

21. Check and approve payroll in a timely and efficient manner including reconciling the Payroll control accounts

22. Calculate and communicate in conjunction with the Bursar and Deputy Financial Bursar any P11d liability arising from Fellows Loans, Fellows accommodation and any other taxable benefit matter that may arise aside from Medicash.

Fellows' Shared Equity and Loan Schemes

23. Managing the Fellows' Shared Equity and Loan Schemes including monitoring interest rates, preparation of annual statements and handling any correspondence.

Other responsibilities

24. Undertake corporate level project and developmental work as directed by the Bursar or Deputy Financial Bursar.

25. Provide cover and support for other members of the team when required, including finance business partnering, management accounts, accounts receivable and payable functions.

26. To actively follow and promote the College's policies, and actively promote these wherever possible.

27. To maintain an awareness and observation of fire and health and safety regulations.

28. Support a culture of continuous professional development within the Finance Office.

29. Any other duties, consistent with the grade and scope of the post, reasonably required of the post-holder by the Bursar or Deputy Financial Bursar.

Responsible for:	1 x Accounts Clerk 1 x Accounts Receivable Clerk 1 x Accounts Payable Clerk Any temporary support if required

Person specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

Experience in preparation of consolidated financial statements
Experience of financial accounting in HE or kindred areas
A capable manager with the personal qualities necessary to lead a small team and influence peers.
Well-organised with the ability to remain effective when working under pressure and achieve deadlines without sacrificing attention to detail
Excellent communication skills
A pro-active self-starter who will promote financial control across College

Desirable:

Experience of University or College accounting
Experience in leading an external audit within a group structure

TECHNICAL KNOWLEDGE & SKILLS

Essential:

Enquiring and analytical with the ability to absorb information quickly and accurately.
Excellent report writing skills.
Excellent organisational and administrative skills.
Sound understanding and application of financial accounting.
Excellent IT skills, including Excel to an advanced standard eg Macros and VB.
Understanding of the use and interpretation of data for planning and management purposes.
Excellent standards of written and verbal communication including excellent interpersonal skills and the ability to negotiate and influence others.

Desirable:

Experience of financial reporting for endowments
Experience of tax compliance

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential: CCAB Qualified

Desirable: Educated to degree level or equivalent.