

Job Description Head of Finance and Resources

Details of employment

<i>Duration of post</i>	Permanent appointment
<i>Nature of Post</i>	Part-time (0.6FTE)
<i>Probation</i>	Six Months
<i>Appraisal</i>	Annually, with a six-monthly review
<i>Notice</i>	Three Months
<i>Line Managed by</i>	Principal
<i>Line Managing</i>	Finance Officer (f/t); Finance Assistant (p/t)
<i>Place of work</i>	The usual place of work will be at the Art School, 118-124 Kennington Park Road, SE11 4DJ
<i>Normal working hours</i>	Seven hours per day (with an additional unpaid hour for lunch) within the normal working day that runs from 08:30 to 18:30, to be agreed with the line manager.

The City and Guilds of London Art School is an Independent Higher Education provider and incorporated charity regulated by the Office for Students. It was founded in 1854 and provides degree courses at undergraduate and postgraduate level in Fine Art, Stone and Wood Conservation, Books and Paper Conservation, Architectural Stone Carving and Wood Carving and Gilding. It also offers a Foundation course in Art and Design and unaccredited evening and summer short courses. It numbers around 300 students plus short course participants.

The Art School's Finance team also services the associated City and Guilds Art School Property Trust, a separate but related charity which acts as the Art School's landlord.

1 Main Purposes of the Role

- 1.1 The Head of Finance and Resources is responsible for managing all financial operational aspects of the of the Art School and its associated Property Trust, ensuring best practice and regulatory compliance, and for developing, monitoring and reporting on strategic financial matters.
- 1.2 The Head of Finance and Resources monitors cash flow and reserves to allow sufficient funds to be in place at all times and acts

as the main point of contact for the institution's banking arrangements. The postholder produces the annual statutory accounts and manages the annual audit, ensuring compliance with the relevant SORPs and other statutory requirements, including those of the Office for Students, the regulatory body for higher education institutions in England.

- 1.3 The Head of Finance and Resources leads in the development and delivery of The Art School and Property Trust's financial planning, controls, reporting, and systems and is a key member of The Art School and Property Trust's senior management teams.
- 1.4 The role provides the Art School's Human Resources service, ensuring effective personnel administration and providing support to the Principal and to staff on both strategic and individual HR matters.

2 Main Duties & Responsibilities of the Role

The main duties and responsibilities that are the normal expectations associated with the post are:

Key Objectives

- 2.1 Financial Control – to ensure robust financial processes and procedures are in place and that they are adhered to.
- 2.2 Financial Reporting – to ensure the financial performance and impact of the Art School and Property Trust's work is monitored and reported in a timely and accurate manner internally and externally.
- 2.3 Business Planning – to ensure the Art School and Property Trust has a robust budgeting and planning cycle each year which is in line with its long-term vision and goals.
- 2.4 Cashflow Planning – to monitor and report on the Art School and Property Trust's cashflow requirements.
- 2.5 Human Resource management – ensuring staff recruitment, contracts and policies are operated in an effective manner and are compliant with legal and other statutory requirements
- 2.6 System Development – lead on all system implementation and development projects.
- 2.7 Governance & Compliance – to ensure the Art School and Property Trust's compliance with relevant regulatory and legal requirements.

Main Responsibilities:

- 3.1 Lead the Art School and Property Trust's Finance operations, ensuring all transactions are accurately recorded, and that payments of salaries

(through the Art School's payroll system) and for supplies and services are made in an accurate and timely fashion.

- 3.2 Act as line manager to the Finance Officer and Finance Assistant, ensuring they and any other relevant staff carry out their tasks in a timely and accurate manner and receive appropriate support and feedback.
 - 3.3 Act as the chief point of contact with the Art School's and Property Trust's bankers and ensure the banking and payment systems operate effectively
 - 3.4 Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial and human resource management within the Art School and Property Trust and to ensure they are in line with statutory regulations and legislation.
 - 3.5 Publish accurate and timely financial reports on a quarterly and annual basis to the Senior Management Team and Finance & General Purposes and Audit Committees to inform decision making and measure the Art School and Property Trust's impact.
 - 3.6 Ensure timely and accurate financial reporting of information to the external stakeholders of the Art School and Property Trust to include but not limited to statutory financial statements for the Office for Students, Charities Commission, Companies House, HMRC
 - 3.7 Prepare information for and liaise closely with the Art School's auditors ensuring the annual statutory audit is undertaken effectively and efficiently
 - 3.8 Lead on the creation of the annual budgets for the Art School and Property Trust to ensure they meet long-term objectives and are aligned with strategic plans.
 - 3.9 Liaise with the Art School's investment managers and, in conjunction with the Investment Sub-Committee keep its investment portfolio under review
 - 3.10 Provide financial advice, knowledge and guidance to the Art School and Property Trust's managers and staff to ensure appropriate financial decisions are made that maximise potential but minimise exposure to tax and VAT.
 - 3.11 To oversee the Art School's and Property Trust's insurance arrangements, in consultation with the Director of Resources and Operations, reviewing policy renewals and processing claims.
 - 3.12 Ensure staff are engaged in accordance with Human Resources best practice and in compliance with legal and other requirements
 - 3.13 Maintain accurate Human Resource records and ensure data protection obligations are fulfilled.
 - 3.14 Oversee the operation of HR policies and procedures and provide advice on HR matters to staff as required. (NB: the Art School subscribes to a employment and health and safety law advisory service.)
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- 3.15 Review external contracts to ensure that they are in line with the annual budget, the Art School and Property Trust's financial procedures and provide the best value to the Art School and Property Trust.
 - 3.16 To attend Board and Committee meetings as required: The Head of Finance and Resources is a key member of the Senior Management Team which meets on a regular basis, is required to attend meetings of the Art School's Board of Trustees and its Audit and Finance and General Purposes Committees, to act as secretary to the Investment Sub-Committee and to attend meetings of the Art School Property Trust's Board. The Head of Finance and Resources will also be required to attend such other relevant operational committees and meetings as may from time-to time be convened.
 - 3.17 Other duties as reasonably requested by the Director of Resources and Operations and the Principal

Review

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, and to incorporate proposed reasonable changes following negotiation with the post-holder.

Person Specification

Head of Finance and Resources

Experience	<ul style="list-style-type: none"> • Essential • Knowledge and understanding of managing a busy finance function through relevant study/qualification and experience. • Experience in providing finance support in a small/medium sized organisation, with a good understanding of payroll processing, treasury management, statutory and management and VAT reporting. • Experience of dealing with a diverse range of service users 	<ul style="list-style-type: none"> • Desirable • Experience of working in a Higher Education institution or non-profit organisation • Experience of leading a small team • Experience of dealing with such third parties as banks, investment managers and insurance brokers
Technical work-based Skills	<ul style="list-style-type: none"> • Essential • Fully qualified accountant with a recognised qualification preferably from a Central Council of Accounting Bodies (CCAB) professional body • In-depth operational knowledge of computer accounting packages • Advanced Excel skills and knowledge • Good working knowledge of Microsoft Office • System development experience • Experience of providing reports and other written documentation 	<ul style="list-style-type: none"> • Desirable • Experience of using Sage Accounting and Payroll software • HR management and payroll processing experience
Knowledge	<ul style="list-style-type: none"> • Essential • Understanding of the processes involved in budgeting and management accounting reporting • Knowledge of the requirements for statutory accounts and reporting • Good working knowledge of HR practices and procedures 	<ul style="list-style-type: none"> • Desirable • Knowledge of the financial reporting requirements of the Office for Students • Familiarity with Student Loans operations • Knowledge of investment portfolio principles and practices • Good appreciation of Health and Safety best practice

**Skills &
Attributes**

• **Essential**

• **Desirable**

- A hands-on approach and mind-set and ability to deal with detail as well as the bigger picture.
 - Ownership and initiative; you can take accountability of issues that occur and be proactive in searching for potential problems.
 - Communications & Relationships: excellent communication skills and ability to build effective relationships quickly across a range of internal (both staff and students) and external stakeholders.
 - Effective leadership: you will be able to lead the Finance function, ensuring departmental resources are optimised to achieve departmental goals and objective
 - Outstanding attention to detail
 - Strong commitment to, and understanding of the principles of equality, diversity and inclusion
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