



**WORK AT
SHIPLEY
COLLEGE**

Financial Controller

Shingley College - Great people, great place!

Hours: 37 hours per week, full year.

Salary: £45,608 - £49,828 per annum

Closing Date: 28th February 2025

Interview Date: 5th March 2025

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

We are looking to recruit a highly talented, innovative and ambitious professional with a track record of managing the financial records of a business or organisation. The successful candidate will be a key member of the College, ensuring that the internal financial controls are maintained or improved so that College assets are correctly managed and financial reporting is accurate and fit for purpose.

The successful candidate will manage a small team and be responsible for all financial administration, including payroll, and for building relationships with external partners including auditors, banks and tax authorities.

If you feel excited by the opportunity to deliver life-changing learning within a culture of excellence and care then **please review the essential and highly desirable criteria** and consider applying for this role.



Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> ● Enhanced Annual Leave ● Pension Schemes ● Professional Development opportunities ● Access to a free gym on site ● Reduced cost train travel* ● Access to free onsite car parks ● Shopping discounts with discount app <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● A full professional accounting qualification ● Literacy & Numeracy at a minimum Level 2 or equivalent standard. ● Experience of developing and maintaining a rigorous control environment ● Experience of preparing financial records and tax returns

How to Apply: Application forms can be obtained from www.shipleys.ac.uk. Completed applications should be submitted to jobs@shipleys.ac.uk.

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
--	--



Job Description

JOB TITLE	Financial Controller
RESPONSIBLE TO	Vice Principal - Finance & Planning

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

To maintain and continuously improve the the financial controls, processes and systems to meet the needs of the College and in line with statutory requirements

To manage external relationships with external and internal audit partners and tax authorities

To prepare financial reports in line with all statutory, regulatory and management requirements

To manage a team ensuring that accounting and payroll activities are carried out in line with the College regulations, ensuring appropriate management of Public Money

To work as part of the Shipley College team, in which we all contribute to the broader success of our college with a can-do attitude and unconditional, positive regard for all.



DUTIES AND RESPONSIBILITIES

- To oversee the day to day operation in the Finance Office
- Ensure the accurate and punctual processing and production of financial information as required for operational, internal management and external reporting
- Ensure the appropriateness of the financial regulations and that they and associated procedures and guidelines for finance are followed throughout the College and oversee all College policies and procedures that relate to finance
- Work with College Auditors (e.g. Internal, external, Funding Bodies) following up recommendations to ensure appropriate controls are in place
- Liaise with the College's Bankers ensure that the College reserves policy is maintained
- Keep self and finance staff up to date with changes in accounting standards and other legislation or statutory requirements including any Finance Acts, GDPR affecting the College's activities, and acting as deputy Data Protection Officer
- To participate the College's periodic Finance Management Group meeting, leading on financial control
- To undertake such other duties commensurate with the grade of the post as may reasonably be required at your initial place of work or at other locations in the College catchment area
- Work collegiately, contributing to the success of cross-college projects and activities
- Support the Vice Principal - Finance & Planning where necessary on all matters of financial and strategic performance and planning

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description
- To use IT as designated appropriate to the nature of the role
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

A full professional accounting qualification
Minimum Level 2 Qualification in Maths and English
Experience of developing and maintaining, or experience working in a rigorous control environment
Experience of preparing financial records

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Line management experience
Experience of working with external partners
Ability to work within a team and to use initiative
Excellent communication skills
Knowledge of accounting, financial and budgeting systems
Highly motivated and able to inspire those around you to success
Ability to work flexible hours as required by the role

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge of the further education sector, including funding regimes
Knowledge and experience of Equality, Diversity and Safeguarding
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda



Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.

