|  |  |
| --- | --- |
| **Job Description** | **A picture containing text, clipart  Description automatically generated** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:**  | **Team Leader - Finance** |  **Reporting to:** | **Head of Finance** |
| **Position:**  | **Support** |  **Grade:**  | **DA9**  |
|  |
| **Purpose**  |
| To manage a processing team responsible for the transactional operations covering purchasing, income, and cash & banking for both the college and its subsidiary company. This will include day-to-day responsibility for administering all relevant systems and applications.  |
| **Accountabilities / Areas of Responsibility** |

1. **Management of a financial processing service**
* Manage the provision of the College’s financial transactional processing, embracing all aspects of income, purchasing and banking, within an agreed timetable, and ensuring compliance with financial regulations and procedures.
* Ensure accuracy and completeness of all data, maintaining necessary internal controls and conducting all prescribed reconciliations.
* Working with the Head of Finance, assume responsibility for the administration of finance processing systems and applications, frequently acting as primary contact for third party providers. This will include, in addition to the main financial system, the systems in use for procurement, debt management and cash receipting and involve the maintenance of background tables and workflows.
* Assume primary responsibility for interfacing effectively with all external stakeholder web based applications such as SAAS.
* Take responsibility for the accurate import of all fees and receipts from the student record system.
* Take responsibility for the accurate import of all card payments and cash analysis from the Cash Receipting System.
* Take responsibility for the accurate import of purchase orders and invoices from the P2P purchasing system and ancillary systems.
* Take responsibility for daily banking processes, including BACS, Direct Debits, transfers and reconciliations, acting as administrator of web based banking applications and primary contact for the bank’s relationship manager.
* Be accountable for the accurate processing and payment of all of the college suppliers, students and other creditors.
* Be accountable for the timely collection of commercial and student debt.
* Ensure compliance with agreed period-end routines.
* Conduct periodic self-evaluation and support the Head of Finance with the identification of operational priorities, the development of operational plans and achievement of agreed operational objectives.
1. **Supervision and development of staff**
* Assist the Head of Finance with the recruitment of processing staff.
* Provide leadership to the processing staff, acting as line manager, controlling workloads and ensuring the efficient and effective deployment of staff.
* Support, mentor, develop, and inspire staff reporting to you, including active participation in relevant training.
* Take responsibility for conflict resolution, discipline and grievances.
* Convene regular staff meetings and communicate regularly with staff.
* Evaluate staff performance when appropriate.
1. **Systems Development and enhancement**
* Assist the Head of Finance, and leading where appropriate, with the development, review and assessment of processing systems, in pursuance of a policy of continuous improvement and robust financial control.
* Contribute to the development of systems requiring a finance interface, working with ICT and other college departments in addition to relevant third parties.
* Implement adequate employee training, both with Finance and across the organisation, for staff utilising finance systems.
* Undertake, in conjunction with the Head of Finance, periodic self-evaluation, identification of operational priorities and the development of operational plans and achievement of agreed objectives.
1. **Financial accounting**
* Ensure banking entries are processed and reconciliations prepared in accordance with timetable agreed with Head of Finance.
* Periodically, as agreed with Head of Finance, review both suppliers and customers aged debt analysis with appropriate personnel and ensure exceptional or irregular transactions are dealt with timeously.
* Ensure all necessary control accounts are reconciled timely and suspense account entries resolved.
* Produce reports from the finance systems to meet data requirements.
* Provide assistance with accounting period-end ledger postings and the production of financial statements and information.
1. **Professional and personal development**
* Demonstrate professional standards and actively engage in appropriate continual professional development.
* Support and contribute to the professional and personal development of others.
1. **Liaison/communication and** **External activities**
* Represent the College on external and internal groups, events and committees relevant to areas of expertise and responsibility.
* Liaise with College management and staff with respect to financial information.
* Provide support and advice to staff and respond to enquiries from appropriate third parties, providing suitable explanation as necessary.
* Cultivate effective relationships with other staff and functions, and ensure effective communication with key colleagues in Registry, Student Services and ERG and with other managers and staff across college.
* Undertake training of staff from other departments in financial processes and procedures as required from time to time.
* Act as a responsible contact during audit and compliance engagements by external stakeholders and agencies.
* Act as a primary point of contact for College bankers and finance systems providers.
* Liaise with external stakeholders as required.
* Be an ambassador for the department and the College at all times.
* Ensure the College’s corporate identity is maintained.
1. **Health, safety and well-being**
* Ensure all tasks are carried out in accordance with the College health and safety policy and procedures to maintain a safe working environment.
* Conform to safe systems of work, risk assessments, rules and regulations operative within your field of responsibility, and undertake training and instruction as required.
* Promote equality and diversity in all aspects of College provision and service.

**Notes on Duties and Responsibilities**

The duties and responsibilities on this job description are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

****

**Person Specification**

|  |
| --- |
| **Experience** |
| **Essential*** Line management experience
* Extensive and relevant financial processing experience
* Knowledge and acumen for financial systems
* Running payroll reports and checks
 | **Desirable*** Experience heading up a finance processing team
* Experience of system implementation, developments or enhancements
 |
| **Education and Qualifications** |
| **Essential*** Relevant qualification to HND/Graduate level or similar (sufficient experience may negate this)
 | **Desirable*** Any relevant qualifications or appropriate CPD undertaken
 |
| **Skills / Ability** |
| **Essential*** Developed organisational skills
* Staff management capabilities
* Excellent IT skills
* Excellent Numeracy skills
* Clear and logical thinking
* Effective written and oral communication skills
* Competent Excel and Word skills
* Ability to use initiative, manage own time, prioritise and meet necessary deadlines
* Attention to detail
 | **Desirable*** Highly developed IT skills
 |
| **Personal** |
| **Essential*** Reliable and diligent
* Confident
* Possess absolute integrity
* Confidential and discreet
* Flexible approach to working hours
* An enquiring mind
* Pleasant and professional manner
* Developed inter-personal skills
 | **Desirable** |

|  |  |
| --- | --- |
| da_logo | **EMPLOYMENT INFORMATION****FULL TIME SUPPORT POSTS** |

**Superannuation**

Support staff of Dundee and Angus College automatically join the Local Government Pension Scheme administered by Dundee City Council. Contributions are based on pensionable earnings in line with the Local Government Pension Scheme. This is a career average salary pension scheme with a tiered employee contribution rate.

**Holidays**

The leave year for support staff currently runs from 1 September to 31 August. You will be entitled to 45 days annual leave per annum (pro-rata if less than one year's service or part-time) inclusive of college closure days.

**Hours of Work**

Your hours of work will be 35 per week with one hour (unpaid) for lunch.

**Probationary Period**

You will be on a six month probationary period. After this period your position will be made permanent should there be no performance related issues. If performance related issues are highlighted during this period then your probationary period may be extended. If those performance related issues do not improve then the employer may terminate your contract giving one weeks’ notice.

**Sickness/Absence**

Eligibility to sickness allowance is dependent upon length of continuous service at commencement of absence as follows:

**SERVICE FULL PAY HALF PAY**

Less than one year 1 month 1 month

One year, but less than 2 years 2 months 2 months

2 years but less than 3 years 4 months 4 months

3 years but less than 5 years 5 months 5 months

5 years or more 6 months 6 months

Salary paid during periods of absence is inclusive of Statutory Sick Pay (SSP) if an employee is eligible. If an employee has insufficient National Insurance

contributions they may not be eligible for SSP. Self-certificate forms and/or doctor's medical certificates will be required at all times.

**Remuneration**

The rate of remuneration will be in accordance with the provisions of collective agreements reached from time to time.  This includes agreements reached by the National Joint Negotiating Committee and by the local College Joint Negotiating Committee.

**Salary: DA9 - £30,171 to £33,156 per annum**

A month's pay is 1/12th of the full annual salary.

**Location**

We have 3 campuses: Kingsway Campus which includes the Space, Gardyne Road Campus and Arbroath Campus. Staff may be requested to work at any of the Dundee and Angus College campuses. Reimbursement is available for essential travel between campuses. **Please note that this post is based at Kingsway Campus.**

**Disclosure**

Successful candidates will be required to complete a PVG Scheme Record under the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007.

**Staff Development and Training**

Dundee and Angus College is committed to the continuous development of its staff in order to meet strategic, operational and team objectives. The College recognises that whatever post is held, there will be times when additional training and support may help staff continue to do their job effectively and to the quality standards required.

Staff will be expected to attend regularly, a variety of internally organised Continuous Professional Development and Staff Development events – ranging from generic training to curriculum development to legislative updates.

Staff can also apply for external staff development programmes and courses providing the development is categorised as enhancing the needs of the College or Curriculum, as well as meeting personal development needs.