



## Finance Manager

35 hours

Term-time plus 3 additional weeks

(42 weeks per year)

## Application Pack





## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1500 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning alongside the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 which enhances our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

A handwritten signature in black ink, appearing to be 'Brett Freeman'.

Brett Freeman  
Principal



# The Role

We are seeking a dynamic and pro-active individual to lead the finance team. The successful applicant will work closely with the Director of Finance & Estates and will be responsible for the day-to-day running of the Department, including managing the work of the two finance assistants.

The Finance Manager will be a talented, professional and experienced individual, capable of managing a diverse list of tasks as well as assuming a hands-on role in this collegiate team, whose aim is the ongoing enhancement of the College finance systems and processes in order to support the teachers and students. This role involves liaising with departments across the College, supporting them in managing their budgets and financial planning.

Please note that candidates must be available from 8.30/9.00am to 4.00pm/4.30pm to ensure there is cover at both the start and end of the College day (exact working pattern can be discussed).

We are looking for an exceptional candidate for this key role within the department. No two days are the same, and as a result, flexibility in managing your workload and tasks will be key. We expect high performance from all our staff and are looking for enthusiastic candidates to join our friendly team. Candidates should demonstrate their ability and suitability to both the role and the culture of the College in their application statement.

**Start Date:** As soon as possible

**Hours:** 35 hours per week, term-time only plus three additional weeks (42 weeks per year). The additional weeks will be worked in the College holidays

**Salary:** Actual salary: £34,628 to £38,013 per annum, inclusive of fringe allowance (depending on experience).  
For 35 hours per week, term-time only plus three additional weeks  
FTE salary: £39,575 to £43,444 per annum, inclusive of fringe allowance (depending on experience).

# The Department

The Finance Department are based in an open-plan office consisting of the Finance Manager, two Finance Assistants and a Payroll Administrator. The Director of Finance & Estates has been at the College for five academic years. Strong team work is essential and appropriate regular meetings are held between team members at which tasks are delegated as appropriate.

The College uses Sage for Education and adopted the ESFA Chart of Accounts for reporting purposes. Management accounts, budgeting and statutory accounts are currently produced using Excel, but it is the intention to use the reporting tool functionality in Sage for Education to accomplish these tasks in the future. Payroll has recently been outsourced to Cintra and cleaning and catering are also outsourced. The MIS system used for funding claims is REMS from Civica.



# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

*“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
  - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
  - Regular whole-College communication including weekly staff briefings
  - Regular departmental meetings to ensure support and share departmental best practice
  - Excellent student behaviour and productive working relationships with the Student Union
  - Excellent links with local schools, businesses and universities
  - Welcoming, friendly and approachable community, a harmonious working atmosphere

## S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

## Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

# Application & Selection

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](https://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date:** 9am, Friday 12 April 2024

**Interviews:** to be held on Friday 19 April 2024

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- Guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Role-related task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2023
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



# Job Description

**Post Title:** Finance Manager

**Responsible:** Director of Finance & Estates

**Job Purpose:** This role is a critical member of the College Finance Department and is responsible for the day to day running of the Department, including managing the work of the Finance Team

## Job Responsibilities:

1. Line management of a small Finance Team consisting currently of two Finance Assistants.
2. Manage the month-end process, ensure processing on time and to a high level of detail. To include posting journals, bank reconciliations, review of debtors & creditors, fixed asset additions, payroll review, general ledger reconciliations and reviewing petty cash.
3. Produce the monthly management accounts packs (P&L, Balance Sheet and Cash flow) and commentary for review by the Director of Finance and Estates.
4. Working with departments during the year to assist them with their budgets. To include: Input budgets onto finance system (Sage) and liaise with department heads throughout the year supporting them in monitoring their performance against budgets.
5. Support the Director of Finance and Estates in their management of the external audit, including finalising the year-end figures, preparing schedules, collation of data schedules and assisting with the preparation of the year-end accounts, participating in any relevant audit review, and engaging in post-audit activities.
6. Work with the Director of Finance and Estates to set the annual budget and two-year forecast. To include: reviewing activities and analysing income and expenditure.
7. Perform monthly payroll reconciliations and posting of monthly payroll journals and ongoing payroll forecast analysis.
8. Ensure financial records are accurate, complete, and compliant and that all finance information and records are confidentially stored and processed in line with GDPR requirements.
9. Manage and ensure processing of quarterly VAT reporting (S126 Vat submissions).
10. Maintain the Fixed Asset Register and completing annual journal for depreciation.
11. Lead on the day-to-day management of the finance system (Sage), being the main point of contact for queries and liaising with the Sage helpdesk where necessary
12. Financial management and oversight of College trips, ensuring all trips are financially viable and liaising with trip co-ordinator when necessary.
13. To fulfil one's own responsibilities as a member of staff in accordance with the quality standards of the College.
14. To act at all times in accordance with the College's Equality & Diversity policy.
15. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
16. To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.
17. To take part in the training programmes provided by the College and agree to the process of professional reviews.
18. To undertake any other particular duties, which may be reasonably assigned to you by the Director of Finance and Estates or the Principal from time to time.

# Person Specification

Qualifications	
Professional Accounting Qualifications (e.g. ACA, ACCA, CCAB, CIMA, CIPFA) or equivalent	Essential
Experience	
At least three years' experience working within a finance department with line management responsibility	Essential
Advanced user of Microsoft Word and Excel	Essential
Working knowledge of financial software packages – the College uses SAGE for Education	Essential
Personal Skills and Qualities	
Excellent written and verbal communication skills – post holder will be required to liaise with various members of staff within College and wider community including Heads of Year, SLT, students and parents	Essential
High level inter-personal skills and the ability to work as a member of a team	Essential
Ability to be highly productive and work under pressure	Essential
Have high levels of personal integrity, reliability, and trustworthiness	Essential
Ability to seek continuous development and improvement and not be afraid to challenge the status quo	Essential
Ambition and enthusiasm and a “can do” attitude	Essential
Ability to establish and maintain effective working relationship at all levels whilst demonstrating a flexible approach	Essential
Ability to effectively organise and manage own workload and that of others	Essential
Able to enjoy working in an environment with 16-19 years olds and being part of the College community	Essential
The following would also be desirable:	
Experience of education finance	Desirable
Knowledge of a range of Microsoft Office applications (i.e. Teams)	Desirable