



APPOINTMENT OF HEAD OF FINANCE

August 2020

CONTENTS

- 1. Introduction**
- 2. Mission, Vision and Values**
- 3. Context to the role**
- 4. Job description**
- 5. Person specification**
- 6. Terms of appointment**
- 7. How to apply**

Introduction

Thank you for your interest in the role of Head of Finance. We believe it is an exciting time to join the Spurgeon's College staff team, as we begin to realise our strategic plan to diversify the College's income streams and increase revenues through the expansion of our educational offer and diversification of our income model.

We are committed to our mission to train men and women for Christian mission, ministry and leadership in the contemporary world and excellent financial operations, management and leadership underpins the College to further the mission.

Spurgeon's College has a worldwide reputation for its work in Christian theological education and has a global reach in its student body.

Spurgeon's College was founded in 1856 by Charles Haddon Spurgeon, the leading nonconformist preacher in 19th century Britain. Formerly located with The Metropolitan Tabernacle at the Elephant and Castle in Southwark, it moved to its present premises in 1923. The College is in membership with the Baptist Union of Great Britain, the Evangelical Alliance and Micah Global.

The College has always trained students for the Baptist ministry. In the last two decades, its provision has diversified considerably, and Spurgeon's has become known for its enterprise and initiative in developing new courses in response to the changing needs of church and society. At any one time the College has 600-700 full-time, part-time and online students registered across its programmes, with around 180 normally on-site at some point each week during term time.

Mission, Vision, and Values

Mission

Our mission is to train men and women for Christian mission, ministry and leadership in the contemporary world.

Vision

- To cultivate a creative learning environment allowing every student to develop spiritually, academically, emotionally and socially
- To deliver a relevant, structured curriculum tailored to training men and women for mission, ministry and leadership for all who wish to deepen their understanding of the Scriptures and theology
- To develop the College's position, in the global and diverse city of London, as a research-led, experience-based centre of excellence delivering positive outcomes for students
- To maintain the highest professional and ethical standards in every area of College life

Values

- We believe in the inherent moral equality, dignity and worth of every individual
- We value the unique distinctiveness of each member of the College community
- We celebrate the richness of being a diverse and inclusive community
- We believe that as a community meeting daily for worship we must be careful to listen to God and discern his will and purpose
- We will promote the general wellbeing of all members of the student community and College staff
- We are committed to assisting every student in reaching their potential

Context to the role

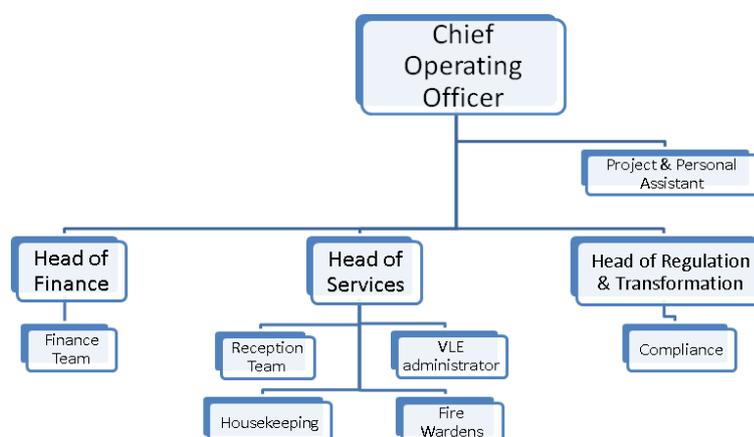
The College currently has a small but effective and efficient finance team, who handle the day to day financial processes of the College, supported by an accounting consultant and overseen by the Chief Operating Officer (COO), as part of the Operations Department of the College.

In order to develop, sustain and grow the ministry of the College, Spurgeon's has a clear strategic financial plan for 2018-2023, which centres around the diversification of income streams through expansion and growth of the College's educational offer and property development.

Presently the College is engaged in a significant multi-million pound property development on the College site and is also engaged in multiple local, national and global educational projects. The time has therefore come to grow the senior team within the Operations Department. Consequently the College is appointing a Head of Finance and a Head of Regulation and Transformation to work alongside our existing Head of Services, who all report to the COO.

Within this busy context, the role calls for an experienced, committed and agile individual to develop the finance team, handle the day to day financials of the College and manage the finances of strategic partnerships, capital builds and expanding education provision.

Operations Department



Job Description

This role is accountable to the COO and will provide strong leadership of the finance team, ensuring they deliver effective financial management and ensuring the financial plans for the College are robust and sustainable.

You will manage all aspect of finance across the College including responsibility for monitoring the budgets, producing monthly financial reporting, completing statutory and regulatory financial returns, and annual accounts and oversee registering the College for VAT. You will work closely with the COO and Principal to ensure effect business and financial planning

You will be focussed, flexible in approach and will show initiative in order to develop and enhance the role.

Key responsibilities

Budgets and Planning

- Prepare and review monthly management accounts with assistance from the finance team, provide information and financial analysis and deliver to tight deadlines.
- Responsible for ongoing monitoring of monthly expenditure against budget and ensuring appropriate documentation is available for scrutiny.
- Work closely with the COO and other senior staff in all financial planning, budget and forecast processes.
- Take a leading role in financial risk management and provide oversight of the College's assets.
- Prepare and distribute cash flow forecasts.
- Advise the COO on the valuation of pension schemes offered by the College
- Work with the COO to advise on the risks and opportunities related to major investments, development projects and initiatives.
- Prepare annual recommendations on salaries, wages, and allowances.

Operational

The existing finance team will manage the accounts payable and accounts receivable function, debtors and creditors control, the preparation of payroll, the monthly reconciliations and the day to day bookkeeping of the College. Your role will be to oversee their work and ensure everything is executed in accordance with the Finance Regulations and other College policies and financial controls.

You will specifically be responsible for:

- The processing of payroll
- All financial reporting internally and externally
- Develop and maintain expert technical knowledge of SAGE.
- As required support the preparation of contracts and business cases from a financial perspective.
- Conduct value for money tendering exercises and support negotiations with prospective suppliers.
- Project management regarding VAT registration.
- Ensure the effective administration of funds, endowments and bursaries.
- Ensure that adequate insurance arrangements are in place for the College's property, personnel and activities and that risks to which the College is exposed are regularly reviewed.
- Work with the COO to ensure potential risk/fraud is investigated & audit controls are adhered to.
- Provide operational support as necessary to cover any absence or leave within the team.

Staff Management

- Supervise the Finance Assistants (2 employees both working 4 days a week)
- Ensure that regular performance management and annual appraisals are undertaken, ensuring staff have clear objectives.
- Facilitate suitable development opportunities for finance staff.

General

- Support and provide advice to staff on finance procedures and be responsible for relevant finance training within the College as required.
- Ensure continuous improvement in the administrative systems and procedures.
- Provide excellent customer service; manage and maintain good relationships with the internal and external stakeholders, including external advisers such as auditors, bankers, and regulators.
- Provide papers and reporting for College Committees as required.
- Ensure financial regulations are regularly reviewed, and policies and procedures are updated as needed.

Other duties

- Support the mission, vision and values of the College
- Attend and contribute to staff meetings and training days as required

- Work within all Colleges policies, in particular with regard to financial regulations, health and safety, data protection, equal opportunities and ICT usage.
- Undertake continuous personal and professional development and to facilitate development opportunities for the staff you manage
- Carry out other such duties as the College may from time to time request, commensurate with the grade and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Person Specification

- Qualified to a professional level.
- Maintain up-to-date industry and technical knowledge.
- Relevant senior level finance expertise, ideally with charity experience.
- Demonstrable experience of positively contributing towards cross-departmental working in support of whole organisation objectives.
- Understand the range of work procedures and practices which impact workflows across the organisation, specifically in relation to finance.

Knowledge and experience

- Substantial knowledge and experience of working in an Accounts Payable and accounts receivable function.
- Financial and management accounting.
- Extensive knowledge of budget setting.
- Financial planning and control.
- Knowledge and understanding of Payroll, in particular experience of checking the accuracy of payroll calculations.
- Understanding of and detailed experience of month end and year end accounts payable processes ensuring delivery to strict deadlines.
- Experience of working with large datasets and ability to write and develop financial reports and models, and other management information.
- Proven line management experience with the ability to define roles and responsibilities, conduct regular 1:1's with the team, appraisals and performance management.
- Contract management, including review of business contracts
- Project management.
- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work), advanced spreadsheet skills, Web/Internet use and experience of using accounts payable module of finance systems.

- Experience of improving end-user processes.
- Experience of working within a Higher Education Finance department (desirable).
- Excellent communication skills with the ability to communicate and engage effectively across all levels of the College, including students and staff and externally with suppliers.
- Experience of handling and presenting complex and sensitive information.
- Detailed understanding of standards around managing, protecting and re-using information, including information security best practice and data protection principles.

Personal characteristics and abilities

- Ability to effectively lead and participate as a member of a team.
- Ability to prioritise own work effectively and & delegate as required.
- Ability to support and direct the activities of others.
- Ability to meet tight deadlines and often changing timescales.
- Ability to use initiative and solve problems.
- Ability to deal positively and constructively with change and to juggle conflicting priorities.
- Ability to work well in a dynamic and fast-paced organization and manage multiple tasks and conflicting priorities.
- A customer centred approach and demonstrable excellent customer service skills: both verbally and written.
- Strong planning and organisational skills.
- Excellent analytical skills. The ability to analyse complex facts and situations and develop a range of options.
- Ability to handle sensitive & confidential issues, keeping manager informed at all times.
- Ability to make decisions autonomously when required.

Terms of appointment

Contract type

The role at Spurgeon's College will be offered on a permanent part time basis.

Hours of work

3 days a week (or 21 hours equivalent)

The College has a Flexible Working Policy.

Salary

The salary, which is subject to annual review, will be £35,000 per annum pro rata.

Pension

The College offers a defined contribution pension scheme, to which both the College and individual staff members contribute. Details will be provided on request.

Annual leave

You will be entitled to 20 days' paid holiday (pro rata) in each holiday year, plus public holidays and any College closure days (subject to the latter falling on your usual working days).

Location

Your normal place of work will be Spurgeon's College, South Norwood Hill, London SE25 6DJ.

Permission to work in the UK

You will be required to meet the normal eligibility requirements to work in the UK or an appropriate work permit.

Equal Opportunities Policy Statement

Spurgeon's College is committed to securing equality of opportunity in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities. For this purpose all applicants will be asked to answer Equal Opportunities monitoring questions as part of the recruitment and appointment process.

How to Apply

The closing date for applications is **12 noon on the 4th September 2020**.

Your applications should include:

- A covering letter
- A completed application form downloadable from the website www.spurgeons.ac.uk/head-of-finance
- Equal opportunities monitoring questions downloadable from the website www.spurgeons.ac.uk/head-of-finance

Applications should be sent by email, in confidence, to Rev Helen Stokley (COO), h.stokley@spurgeons.ac.uk

Interview date: First interview: Tuesday 14th September

Second interview: Friday 18th September

Interviews will be undertaken in person where possible. Due to the current circumstances, interviews may also be undertaken via Zoom or similar and some flexibility could be offered regarding dates due to the current unusual pandemic circumstances. Shortlisted candidates will be notified of details

The successful candidate can take up the role as soon as available.

Data Protection:

All data supplied by applicants will only be used for the purpose of determining their suitability for the post, and in accordance with our privacy policy which can be found on our website at

https://spurgeons.ac.uk/wp-content/uploads/Documents/Privacy_Notices/Staff-Applicant-Privacy-Notice-Sept-18.pdf