

## DIRECTOR OF FINANCE - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Title:</b>	Director of Finance
<b>Reports to:</b>	The Bursar
<b>Department:</b>	Finance
<b>Hours per week:</b>	Full time (Office based)
<b>Contract Type:</b>	Permanent - All Year

### Key working relationships:

The Bursar  
The Head  
Finance Department  
Senior Leadership Team (SLT)  
HR Department  
Board of Governors  
All Staff

### Role Summary

The Director of Finance will lead and manage the financial operations of Pangbourne College. Ensuring robust financial planning, management and compliance. This position is vital to support the strategic development of the College by providing financial expertise, insight and ensuring the long-term financial sustainability of Pangbourne College. The Director of Finance will be a member of the College's Senior Leadership Team, helping shape the financial and strategic development of Pangbourne College.

Overseeing the financial operations of the College, the Director of Finance will be responsible for mitigating financial risks, implementing financial controls and advising the Bursar, the Head, other members of the SLT and Governors on financial strategy. This position requires a forward thinking approach, focus and skill to support Pangbourne's overall vision and objectives.

## Key Responsibilities:

### Financial Management and Strategy

- Responsible for all finance related functions at Pangbourne College
- Oversee and lead Pangbourne College's financial strategy, ensuring sustainability and robust financial planning
- Provide accurate financial reporting to The Bursar, Head and Governors
- Prepare and manage the annual budget and department budgets
- Manage cash flow, investments and relationships with financial partners
- Identify and mitigate financial risks to protect the College's assets and interests
- Financial modelling, forecasting and planning to ensure the College is able to make strategic decisions

### Compliance

- Manage robust financial controls, ensuring they are adhered to
- Ensure compliance with financial regulations, accounting standards and charity requirements
- Prepare and oversee the annual audit process
- VAT and tax management, up to date knowledge of industry changes, financial legislation and best practices in the education sector
- Ensuring VAT and tax returns are completed accurately and submitted on time
- Reporting financial data to external regulators and stakeholders
- Manage internal audits to maintain financial integrity

### Leadership

- As a member of the College's Senior Leadership Team, the Director of Finance will inspire confidence, trust and a strategic approach to financial management
- Lead the Finance Team, developing professionals and encouraging teamwork
- Provide training and support on finance to budget holders
- Work closely with the Bursar, the Head, other members of the SLT and Governors, providing strong analytical thinking and problem solving skills

### Payroll and Pensions

- Oversee the payroll process, ensuring accuracy and compliance with employment law and pension regulations
- Managing pension schemes, liaising with providers and implementing changes in line with pay reviews, legislative changes or internal policies

### Contract Management

- Manage supplier contracts, ensuring value for money and high quality service
- Oversee the procurement process to achieve cost efficiencies
- Maintain financial policies related to procurement and supplier management

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## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*