

FINANCIAL REGULATIONS
VARNDEAN COLLEGE

LIST OF DOCUMENTS:

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CHAIR OF CORPORATION DIRECTIONS TO FINANCIAL PERSONNEL

1. The FHE Act requires that clear directions be given to those involved in public and private expenditure at Varndean College and accordingly a sound system of standard financial practice is detailed within this set of documents.
2. This document defines certain individual limited responsibilities but these do not dilute the full and final responsibility of the Corporation for Financial Integrity. The Corporation has issued directions to the Principal, and the Business Director in Annexes A and B.
3. These procedures are mandatory and effective from the date of issue of this document. Any variations to these procedures are to be notified to the Principal as soon as they become apparent. If funds are drawn down in breach of these procedures, the Corporation is to be notified immediately of the scale and circumstances of the breach and of the remedial action being taken by the College.
4. Any changes and/or updates to these procedures must be agreed by the members in a full Corporation meeting.

Annexes :

- A Principal's Letter of Direction
- B Business Director's Letter of Direction

Chair of Corporation
11 July 2018

Phil Harland
Principal
Varndean College

Dear Phil Harland

This letter directs you in certain financial matters to meet the several requirements of the Corporation. The directions are concerned with the establishment of a sound system of financial control within Varndean College, the timely and regular reporting to the funding agencies and the Corporation on the financial state of the College and the continuous development of the College's financial arrangements. You are responsible to the corporation for the financial integrity of the College.

The Corporation directs you to:

- a ensure compliance with the terms of the Financial Memorandum and its updates. To this end you are to provide me with full and free access to such financial or other information which we may require in order to reassure ourselves that this is being achieved. You are also to ensure that the Business Director is aware of this direction.
- b ensure that all funding agency reporting requirements are submitted in the prescribed format and at the time required. You are to acquaint the Business Director with your wishes in respect of these and other matters within this document. Checks must be made to ensure the completeness of the reports. The Corporation and the Budget Managers will require regular statements of the College's financial position. The Corporation will require statements at the second meeting of each term. The format of these will be determined by the Business Director in consultation with the Finance Working Group
- c ensure that the basic control principles outlined in these regulations and in the Business Procedures are understood by the staff concerned with the financial affairs of the College.
- d ensure that all financial activities at Varndean College are fair and honest. To this end you are to instruct the Business Director that these regulations are to be followed meticulously and you are to exercise your particular responsibilities detailed within these documents.

Yours sincerely

Chair of Corporation

11 July 2018

Elaine French
Business Director
Varndean College

Dear Elaine French

This letter directs you in certain financial matters to meet the several requirements of the Corporation. The directions are concerned with the establishment of a sound system of financial control within Varndean College, the timely and regular reporting to the funding agencies and the Corporation on the financial state of the College and the continuous development of the College's financial arrangements. You are responsible to me for implementing and maintaining controls to ensure the College's financial integrity.

You are responsible to me for administration of the financial arrangements of the College. Specific financial responsibilities are contained within various documents of these procedures and in the Business Procedures.

The Corporation directs you to:

- a provide the Chair of the Corporation with such assistance as is necessary for the satisfactory completion of their financial duties, including access to all financial documents and accounting systems.
- b provide a monthly report of the College's financial position for the Senior Leadership Team (SLT)A report will be provided formally to the Corporation at the each meeting..
- c ensure full and complete observance by the financial staff of all sections of the College Financial Regulations and Business Procedures and arrange for these to be amended in the light of changing requirements.
- d arrange for all financial activities at Varndean College to be fair and honest.

Yours sincerely

Phil Harland Principal

DOCUMENT 2

BUDGETARY PLANNING AND CONTROL AT VARNDEAN COLLEGE

Incorporation:

The College is incorporated into the Further Education Sector (under the Further and Higher Education Act 1992) from 1st April 1993 and has charitable status. A formal and secure system for financial budgeting and control is required. The purpose of these procedures is to control expenditure, prioritise available resources and detail financial accountability. Financial responsibilities of the Corporation and College staff are addressed by a rigorous control structure being in place. Duties are outlined and staff capability and training matched to responsibilities. Additionally, authority and supervision levels are clearly defined. The procedures detail effective and secure financial systems and arrange for their proper documentation.

These procedures are for internal use at Varndean College only and are designed to fulfil the funding agencies requirements. They are subordinate to the Corporation's Instruments and Articles of Government and to the financial memorandum with the appropriate funding bodies; currently EFA and SFA .

The Budget:

The budgetary planning process consists of four phases:

- planning
- budgeting
- monitoring
- review

Careful planning ensures that monitoring of realistically determined budgets provide an accurate indicator of the College's economic health. Success in meeting budget aims can only be achieved if care has been taken in determination of policies and expenditure is strictly controlled throughout the budget lifespan. A continuous review of the aims and priorities of the strategy should follow from monitoring and analysis of performance. Responsibility for control of budgetary affairs ranges from the Chair of Corporation through the Principal and the SLT to colleagues directly concerned in any supporting roles.

Budget Planning:

The size of the College and the wish to retain wide representation suggests the separation of the budget into distinct and manageable categories. The expenditure at Varndean College falls into six categories and this system has been adopted. The budget categories are:

- Staff costs
- Curriculum costs
- Premises costs
- Supplies and Services
- Energy costs
- Administration costs

Each has a directly involved Budget Manager (BM). The BMs role is to determine an appropriate level of funding for each category and agree, together with the Principal and SLT, a provisional consolidated annual budget. This provisional budget will only be accurate if individual inputs have been fully considered and the Principal has full confidence that the component parts represent a full and fair reflection of needs. The Provisional Budget will, after endorsement by the Finance Working party of the Corporation, go forward as the proposed Budget for authorisation of the full Corporation

when it then becomes the Authorised Budget. The BMs will control expenditure in their category of the Authorised Budget and review these budgets monthly. Operating budgets will be prepared within the context of a long-term plan. The plan will specify the objectives of the College over several years.

A clear documented statement of the accounting basis and assumptions will be maintained by the Business Director to support budget preparation and financial reporting. These should be in keeping with general policies for the College's reports to their funding bodies. The budget will be zero based.

The Budget Manager:

The selection of BMs is of prime importance: direct involvement and authority within the category are prerequisites as is a working knowledge of the area of that budgetary responsibility. These factors have been fully considered in the appointment of BMs at Varndean College.

BM1: The composition of the College staffing structure and the high proportion of expenditure on staff costs dictates that the Principal takes responsibility for this area and accordingly is appointed as BM1. They may wish to delegate some areas

BM2: The professional nature of educationally associated expenditure limits the appointment to a member of the teaching staff. The Vice Principal Curriculum is responsible for this area, and is therefore appointed BM2.

BM3: The strategic nature of some elements of this budget dictate that the Business Director assumes responsibility for this area and accordingly is appointed BM3. They may wish to delegate some areas

BM4/5/6: These budgets generally circulate around day-to-day expenditure and the Business Director should bear responsibility for these categories, and is therefore appointed BM4, BM5 and BM6. They may wish to delegate some areas.

Budget Control and Monitoring:

BMs. retain responsibility to the Business Director for routine control and monitoring of their budget expenditure, although in practice this will be completed by the financial staff. Close liaison between these staff and the BMs will be necessary and procedures to facilitate this will be addressed later. Involuntary variations to predicted expenditure are investigated and if greater than 10% of the remaining budget share, the Principal is informed. (To allow corrective action, budgets include a contingency element). This rule does not apply if the variation is less than £100, although corrective action would still be expected.

Review of Budget:

The process of budget review is continuous and a close watch will be kept over actual against predicted expenditure. Detailed records of historical expenditure and any corrective action taken will be of great value in future planning. Any further action taken will be clearly documented. Virements may be made between budgets within the main budget headings during a financial year if authorised by the Principal and the Corporation. The Corporation may, from time to time, approve revised estimates of income and expenditure for both revenue and capital purposes.

Conclusion

A realistic and achievable budget is fundamental to College planning. Budget planning and control requires decentralisation of responsibility, therefore the Chair of the Corporation has nominated BMs responsible for expenditure within defined manageable areas, to help the Business Director produce a consolidated budget. This proposed budget needs consideration by the Finance Working Group before going to the Corporation, and a suggested timescale for Budget progression is at Annex A. The Financial Control Model is at Annex B.

Annexes:

- A Budget Preparation Time Scale
- B Financial Control Model
- C Audit
- D Fraud and irregularity

BUDGET PREPARATION TIMESCALE

Trigger points in the annual budgetary process together with associated actions are described below.

Funding Body Returns

Quarterly Returns

Final End-of-Year Accounts

August

New financial year starts. Preparations of final accounts for previous financial year begins.

September/October

As accruals diminish, progressive closure of previous year's accounts. Routine monthly monitoring of current expenditure and adjustments as necessary. Preparation of final accounts and College financial statements are completed

October/November

Business Director carries over departmental surpluses/deficits from previous year into current year.

December/February

Continuous reassessment of budget accuracy continues. Unplanned events, changed priorities and inflation rates need to be taken into account.

March

By now the funding bodies should have produced an assessment of funding for the next financial year.

April/May

Preparation of detailed budget by coordination of individual Budget Manager's bids. The most accurate historical information is to be used. The provisional budget will be discussed by SLT and the Finance Working Group.

July

Proposed budget for the next financial year, which commences on 1 August, is formally approved by the Corporation

FINANCIAL CONTROL MODEL

Regular management accounts will be prepared by the Business Director and will at SLT, once a month, present;

1. An executive summary of income and expenditure including a projected outturn for the end of the year
2. A detailed income and expenditure analysis
3. A balance sheet with a projected year end outturn
4. A 12 month rolling cash flow forecast
5. The latest financial dashboard report (for Corporation)

More regular meetings will take place between the Business Director and the Principal. The Corporation will receive the executive summary and financial dashboard at their second meeting each term.

Cash-flow will be monitored daily, by the Business Director, using the on-line service provided by our bank Lloyds.

ANNEX C TO DOCUMENT 2

AUDIT

1. The College's external auditors are Mazars.
They will audit the annual accounts and financial statements in accordance with funding body requirements.

The College uses Mazars to assist the Audit Committee in confirming internal assurance within the college in all aspects of its business. They will carry out independent reviews to a plan agreed with the Audit Committee and are independent of all line management responsibilities within the College. All work is guided by the Post-16 Audit Code of Practice and advice given by the Sixth Form College Association (SFCA) and the Association of Colleges (AoC)

3. The Corporation and College staff will provide those engaged in audit and internal assurance whatever information, explanations and access to official documents and records that is required to enable them to fulfil their responsibilities.
4. From time to time the College may be subject to audit or investigation by other external bodies such as; EFA.SFA, Local Authority, OFSTED, NAO, European Court of Auditors, Customs and Excise or Inland Revenue Inspectors.

FRAUD AND IRREGULARITY

1. Any suspicion of fraud or other financial irregularities must be reported to the Principal and the Chair of the Corporation immediately.
2. It will be the responsibility of the Principal and/or the Chair of the Corporation to involve the police if it is deemed necessary. The College Fraud policy should be consulted as required.

DOCUMENT 3

RESPONSIBILITIES OF THE BUDGET MANAGERS

Responsibilities and general procedures for preparation and monitoring of the college's annual budget are outlined at Annexes A to F. The Business Director will act as contingency manager for BM2. The Vice Principal will act as contingency manager for BM1, BM3, BM4, BM5 and BM6.

Annexes:

- A Responsibilities of the Staff costs Budget Manager (BM1)
- B Responsibilities of the Curriculum costs Budget Manager (BM2)
- C Responsibilities of the Premises Costs Budget Manager (BM3)
- D Responsibilities of the Supplies and Service Budget Manager (BM4)
- E Responsibilities of the Energy Costs Budget Manager (BM5)
- F Responsibilities of the Administration Costs Budget Manager (BM6)

RESPONSIBILITIES OF THE STAFF COSTS BM (BM1)

- 1 The Principal is appointed as BM1.
- 2 The responsibilities of BM1 are to prepare and control, in close liaison with other members of the SLT the budget for the College Staffing Costs. The budget must provide sufficient funds for an appropriate and qualified staff structure to be maintained. BM1 will authorise expenditure from this category by signature on the requisition form. Any variations from the agreed budget will need to be authorised by the Principal. However functional control of budget expenditure is delegated to the Business Director who must inform the BM of variations to planned budget patterns.
- 3 Staff (permanent or temporary) may only be employed where a specific budget provision has been made to meet the cost.
- 4 Staff development and training needs fall within the scope of this budget area.
- 5 BM1 must liaise closely with other budget managers in the determination of the proposed budget.

RESPONSIBILITIES OF THE CURRICULUM COSTS BM (BM2)

- 1 The Vice Principal Curriculum is appointed as BM2.

The responsibilities of BM2 are to prepare a budget and to monitor expenditure in relation to Curriculum Costs. Authorisation of expenditure will be delegated to Heads of School who must regularly monitor their balances. Functional control of budget expenditure is managed by the Business Director who must inform the BM of variations to planned budget patterns.

- 2 The scope of the Budget will include the coordination of bids and production of the final departmental allocations for capitation. This is finalised in conjunction with other members of SLT.

BM2 must liaise closely with other budget managers in the determination of the proposed budget.

RESPONSIBILITIES OF PREMISES COSTS BM (BM3)

- 1 The Business Director is appointed as BM3.
- 2 The responsibilities of BM3 are to prepare a budget and control expenditure in relation to all premises expenditure. Authorisation of expenditure from this category will be by signature on the requisition form. This function may be delegated as required. The Business Director will inform the BM of variations to planned budget patterns.
- 3 BM3, together with the Principal is responsible for the preparation of bids to funding bodies for all Capital Grants.
- 4 BM3 must liaise closely with other budget managers in the determination of the proposed budget.

RESPONSIBILITIES OF THE SUPPLIES AND SERVICES BM (BM4)

- 1 The Business Director is appointed as BM4 with delegated authority from BM2 to exercise functional control over their respective budget expenditures.
- 2 The responsibilities of BM4 are to prepare a budget and control expenditure in relation to all supplies and services. This function may be delegated as required. The Business Director will inform the BM of variations to planned budget patterns.
- 3 BM4 must liaise closely with other budget managers in the determination of the proposed budget.

RESPONSIBILITIES OF THE ENERGY BM (BM5)

- 1 The Business Director is appointed as BM5.
- 2 The responsibilities of BM5 are to prepare a budget and control expenditure in relation to all energy expenditure. This function may be delegated as required. The Business Director will inform the BM of variations to planned budget patterns.
- 3 BM5 must liaise closely with other budget managers in the determination of the proposed budget.

RESPONSIBILITIES OF THE ADMINISTRATION BM (BM6)

- 1 The Business Director is appointed as BM6
- 2 The responsibilities of BM6 are to prepare a budget and control expenditure in relation to all general administration expenditure. This function may be delegated as required. The Business Director will inform the BM of variations to planned budget patterns.
- 3 BM6 must liaise closely with other budget managers in the determination of the proposed budget.

DOCUMENT 4

OPERATION OF BANK ACCOUNTS

The procedures required for operation of the Varndean College Bank Accounts is detailed below.

As the College is a Statutory Charity accrued interest will be paid gross and credited to the college business account

Account Numbers: the College operates one main bank account with Lloyds's

Account Details: the account is based with the Lloyds's TSB. Lloyd's link is used to facilitate electronic payments. Remaining payments will be made using manual cheques. This system should reduce charges and assist cash-flow management.

Signatories and Limits: all cheques require two signatures; authorised signatories are listed below;

- | | |
|-------------------------------------|---|
| • Principal | No Limit with Business Director/VPCurriculum |
| • Business Director | No Limit with Principal/VPCurriculum |
| • Vice Principal Curriculum | No Limit with Principal/Business Director/SFO |
| • Senior Finance Officer Curriculum | No Limit with the Principal/Business Director/VP Curriculum |
| • Finance Officers | Maximum £10,000 with Senior Finance Officer |

Electronic payments and cash transfers to be authorised in accordance with the above paragraph. Regular BACS payments (including payroll) must be authorised by at least one of the Business Director or Principal.

Standing order and direct debit mandates must be authorised by two of the above signatories, in accordance with the above paragraph. Any signatory can order cheque books

Statements are required as at the last working day of each month.

Reconciliations will be prepared and implemented by the Finance Officer and reviewed by the Business Director.

A strategy for the investment of funds which may become available on a short or long-term basis has been approved by the Corporation. (See annex A).

New Accounts or New Banking Arrangements

Any new accounts must be authorised by the Principal. Any major changes in banking arrangements, such as moving to a new bank, must be approved by the Corporation.

Borrowing

1. All borrowing must be approved by the Corporation.

Unsecured Borrowing

The Corporation will review a cash-flow forecast at the beginning of each financial year and agree any unsecured borrowing needed to cope with uneven patterns of income and expenditure, or to finance a deficit which will be carried forward to the next financial year. They may also approved any unsecured borrowing to fund a capital project. No approval is required from the EFA/SFA

2. Secured Borrowing

The Corporation must approve such borrowing. There is no requirement to obtain approval from the EFA/SFA

Bank Charges:

The following has been agreed with the bank.

Currently there are no additional bank charges other than the normal transactional costs.

INVESTMENT STRATEGY

The College receives main funding income from the funding bodies on the 20th of each month. This is in the region of 85% of the College's total receipts in the year. The policy outlined below is designed to maximise the interest we receive on outstanding balances at minimum risk and without occupying significant management time in the College.

- 1 All funds will be held in the Lloyds business account.
- 2 Excess funds will be placed on the money market for an appropriate period of time. The amounts and timescale are determined by the Business Director and authorised by the Business Director and Principal.

COLLEGE FACILITIES - HIRING AUTHORITY AND CHARGES

- 1 The College will operate a contribution pricing policy. All direct costs of hiring (staff, materials etc.) will be covered and some contribution to fixed costs will be made. The contribution will vary depending on the purpose of the hire, the person or company involved and the competition in the market-place.
- 2 Normal rates for hiring of various College facilities are detailed in Annex I to the Business Procedures.
- 3 Terms and Conditions of hirings and examples of relevant forms are at Annex I to the Business Procedures.
- 4 The scale of charges for hirings and/or the use of facilities must be approved by the Business Director.
- 5 The maximum period for any hiring is limited to twelve months. An exception to this would be where a longer period is advantageous to the College.
- 6 The hours charged to hirers should agree with the hours claimed by the Site team. Any difference must be taken into account in formulating the hiring fee.

FINANCIAL CONTROL - FINANCE OFFICE RESPONSIBILITIES

Every effort has been made to relieve sole responsibility from individuals within the financial chain and separation of duties has been arranged where possible; failing this, the most secure alternative has been adopted. Specific responsibilities within this area are set out in detailed job descriptions. These are filed in the HR office and on personnel files. Responsibilities are also outlined below. f.

Job descriptions follow;

Role Title:	Business Director Leadership & Management Scale
Responsible to:	Principal
Responsible for:	Finance, Payroll, Premises, and Health & Safety
Role Purpose:	To ensure through the effective management and development of the business support services listed above that the College remains viable.

LEADERSHIP AND MANAGEMENT

- To provide line management for the managers of designated areas of responsibility and support them to execute their line management responsibilities effectively, including the efficient and effective deployment of staff and physical resources and staff development
- To be responsible for co-ordinating and preparing operational plans, including risk management, contingency planning and health & safety, etc.
- To provide leadership and direction on the development of initiatives relating to the areas of responsibility
- To coordinate the provision of effective services for the benefit of both staff and students
- To mentor and coach managers to promote a culture of excellence in the provision of services to students, staff and other customers.
- To ensure the efficiency and effectiveness of work in terms of; quality of outcomes and performance against targets,
- To ensure College systems operate effectively to meet its statutory responsibilities in relation to the areas covered by this post, particularly health & safety, public liability insurance, and
- To ensure efficient and effective financial management of the College, including:
 - oversight of financial operations, the preparation of financial accounts, forecasts, budgets and reports, etc. including to meet the requirements of the DfE, funding bodies and statutory audit
 - operational efficiency and good value for money
 - an integrated, efficient and progressive strategy for the purchase, deployment and use of College resources
 - leading the preparation for, and management of, external evaluations, including by the DfE and auditors

- To be responsible for co-ordinating and preparing operational plans and associated DfE requirements, including risk management, contingency planning and health & safety, etc.
- To manage the operational links with the DfE, EFA and SFA for funding, planning and related matters
- To manage all contracts held by the College to external agencies e.g. catering

STUDENTS

- To ensure that business support functions identified above and are focussed upon promoting student success

RESOURCES and SYSTEMS

- To maintain efficient administrative systems and records
- To plan and control budgets and other resources
- To deploy staff effectively

QUALITY

- To manage team performance through self assessment, target setting and development planning
- To monitor and manage individual staff performance and carry out effective performance review
- To advise, coach and support teams and individuals and to develop teamwork and the sharing of good practice
- To monitor the quality of the work and to seek continuous improvement
- To review the work of the team in accordance with the College's self assessment procedures
- To set and monitor targets and development plans

EQUALITY & DIVERSITY

- To ensure that Varndean College meets its obligations with respect to equality and diversity both as an employer and as a provider of education, so that all staff;
 - are able to fulfil their potential through training and development
 - have fair access to promotion and good employment practices

and all students;

- have fair access to provision that meets the needs of the diverse community
- are able to fulfil their potential
- have fair access to entry, progression and achievement
- To ensure that the services the College provides recognise and meet the diverse needs of staff and students from different communities
- To ensure that equality of opportunity, good race relations and harmony between different groups of staff and students is positively managed
- To promote equality by involvement in community and strategic partnerships, which work to eliminate discrimination.

SAFEGUARDING

- To ensure that the College's systems and procedures are implemented in order to;
 - protect children and vulnerable adults from abuse or neglect
 - Prevent impairment of health and development
 - Ensure that the College promotes healthy lifestyles and provides opportunities for young people to learn how to keep themselves safe
- Provide a College environment which enables students to have optimum life chances and to enter adulthood successful

OTHER

- To contribute to the formulation of College policies, practices and strategic development
- To identify and achieve operational objectives
- To participate in staff recruitment and selection, mentoring and coaching and performance review procedures
- To ensure the free flow of accurate and timely information to and from the teams
- To carry out self-assessment and development planning
- To engage the team in planning & implementation of change, gather information and analyse data and to positively encourage innovation
- To demonstrate corporate responsibility and accountability, promote college vision & values to staff and students
- To attend conferences and meetings as required from time to time and represent the College at external groups both nationally and in the local community

GENERAL RESPONSIBILITIES

- To maintain own continuing professional development
- To comply with College policies and procedures particularly the Health and Safety and Equality & Diversity Policy and Procedures
- To promote a positive image of the College in the local community
- To contribute to the management of students throughout the College
- To use IT where appropriate and develop IT skills
- To participate in College events as required
- To carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

<p>Job Title: Senior Finance Officer</p> <p>Department: Finance</p> <p>Grade: SFCA Support Staff Scales Band 6</p> <p>Salary: £26,940-£29,470</p> <p>Responsible to: The Principal through the Business Director</p>
<p>Main Purpose of Job:</p> <p>To oversee the daily operations of the Finance department</p>
<p>Principal Duties & Responsibilities:</p> <p>A Carry out financial procedures on a computerised system:</p> <ol style="list-style-type: none"> 1. Assist the Business Director as required. 2. Oversee the daily operations of the Finance Department and ensure compliance with the College's Business Procedures. 3. Reconcile the College bank account and prepare the month end bank reports. 4. Approve all purchase ledger invoices for payment. 5. Maintain the fixed asset register. 6. Prepare a monthly cash flow analysis report. 7. Prepare a monthly budget holders report for all curriculum budget holders. 8. Prepare monthly financial reports as required by the Business Director. 9. Assist the Business Director with the preparation of monthly management accounts. 10. Supervise the administration of all DLG funds. 11. Supervise the administration of the College cashless system. 12. Oversee the collection of tuition fee income through Advanced Learning Loans. <p>B General finance duties</p> <ol style="list-style-type: none"> 13. Carry out daily operational tasks as required 14. Recording and updating information on the student database 15. Liaising with student/parents

C General responsibilities

- To attend regularly and contribute to all relevant departmental training and cross college meetings relating to the role.
- To participate in college events as required
- To develop and maintain professional, productive relationships with all members of staff within the college.
- To be aware of your college entitlement to professional development;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the college's health and safety policy and to work within its guidelines;
- To work in the interests of students and in accordance with the college's policies and values;
- To promote a positive image of the college within the community;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- To carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the college.

October 2017

Job Title: Finance Officer
Department: Finance
Grade: Band 4, SFCF Support Staff Scale
Responsible to: The Principal through the Business Director
Main Purpose of Job: To enable the day to day running of the Finance Department.

Principal Duties & Responsibilities:

A Carry out financial procedures on a computerised system:

1. Assist the Finance Manager as required and oversee the work of the Finance Assistant and any temporary finance staff
2. Verification of purchase invoices
3. Carry out the following income procedures:
 - (i) Preparation of sales ledger invoices
 - (ii) Preparation of exam invoices
 - (iii) Administration of installment payments
 - (iv) Chase unpaid debts
4. Administration of College Procurement Card
5. Administration of DLG funds:
 - (i) Process all trip and materials payments
 - (ii) Assist with other payments as may be agreed by the DLG Panel
6. Dealing with enquiries regarding purchase ledger and book deposits
7. Administration of trips contributions and collection of fees due.
8. Banking of all monies received and preparation of associated system journals
9. Administration of Gift Aid forms
10. Prepare non-ledger journals for posting
11. Administration of petty cash
12. Preparation of non-supplier payments

B Finance – Community Education

1. To receive payments for courses from the Community Education Department and preparation of refunds as required

C General finance duties

1. Recording and updating information on the student database
2. Liaising with student/parents
3. To assist with the collection of payments during enrolment interviews

D To undertake such other duties as the Principal may request within reason.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

March 2012

Job Title: Finance and HR Assistant

Department: Finance

Grade: Band 3, SFCF Support Staff Scale

Responsible to: The Principal through the Business Director

Main Purpose of Job:

To provide assistance in the day to day running of the Finance and HR department; providing general and effective administrative support

Principal Duties & Responsibilities:

A Assist the Finance Department

1. Assist the Business Director as required.
2. Carry out expenditure procedures:
 - (i) Register and authorise purchase invoices
 - (ii) Maintenance of supplier records
 - (iii) Dealing with queries relating to invoices from and payments to suppliers
 - (iv) Raising and dispatching cheques payments
3. Process payments/refunds for courses from the Adult education Department
4. Administration of student deposits and refunds
5. Administration of student fees and card payments
6. General administration duties
7. Recording and updating information on the student database
8. Liaising with student/parents
9. To assist as required with:
 - i. Collection of payments during enrolment interviews
 - ii. Administration of credit card expenditure
 - iii. Administration of Discretionary Grant Funds.

B General HR Administration and Support

10. Assist with providing an accurate, efficient and timely administrative service in the HR team.

11. Undertake administrative duties in connection with HR changes, new starters and contract terminations – including enrolling new starters in the college's online induction programme

12. Assist with administration in regards to the teachers and support staff appraisal scheme informing managers and staff, preparing relevant paperwork and recording information relating to the process.

13. Send reminders to staff/manager about returning contracts, letters, forms etc.

C To undertake such other duties as the Principal may request within reason.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the grading of the post.

June 2016

DOCUMENT 7

1 January 2015

FINANCIAL RESPONSIBILITIES - TRANSFER OF AUTHORITY

Individual Responsibilities for financial affairs are documented within these procedures and are familiar to those concerned. It is stressed that these alternative procedures are for use only in exceptional circumstances. In the absence of any of the primary staff detailed below, the secondary staff may act in their place.

Each occasion is specifically agreed in writing by the Principal, or in his absence the Vice Principal , and copies sent to interested parties, such as the Bank.

All secondary staff are to make themselves aware of their role by reference to the appropriate enclosures of these procedures.

Primary

Secondary

Principal

Vice Principal

Business Director

Vice Principal