



## Job Description

### Section 1 - Description

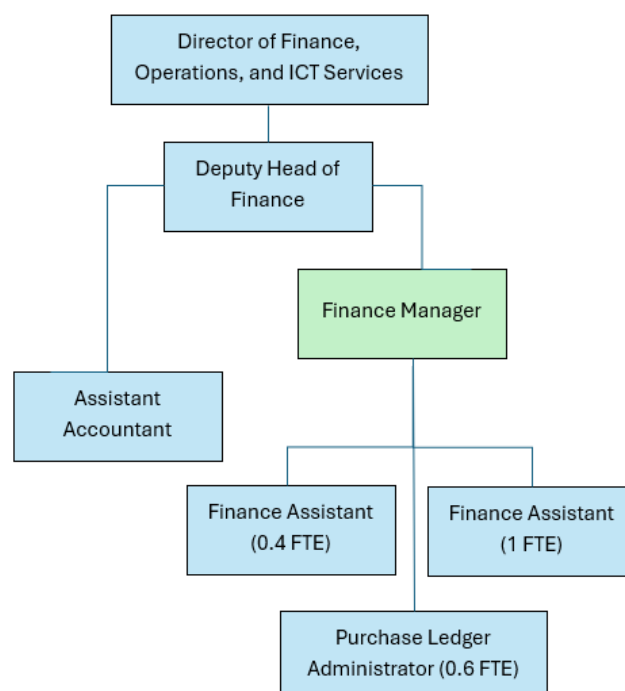
**Job Title:** Finance Manager (1 FTE)  
**Location:** Finance Team  
**Reports to:** Deputy Head of Finance  
**Salary:** Grade 6A  
**Date:** August 2025

### Section 2 - Job Purpose

The Finance Manager is responsible to the Deputy Head of Finance for:

- The day to day running of and line management of the transactional finance team.
- The production of monthly and annual Management Accounts for the College, Faculties, intercollegiate, and partnership arrangements for review by the Deputy Head of Finance.
- In partnership with the Deputy Head of Finance, liaising with the wider College team to ensure the accuracy of financial reporting in functional areas and build understanding of financial performance within Directorates.
- The Finance manager will collaborate with the wider Finance and College teams to ensure complete and full reconciliations of the balance sheet on a quarterly basis.
- Supporting the completion of the annual audit file.
- Support the Deputy Head of Finance and Director of Finance, Operations and ICT Services in the budgeting and forecasting processes.

### Section 3 - Organisation Chart





#### **Section 4 – Job Dimensions**

- Work closely with the wider College teams to ensure all management accounts are accurate, detailed and insightful in order to inform and shape business decisions.
- Develop finance skills in the wider College teams to ensure detailed understanding of financial performance within the Directorates.
- Manage the day-to-day financial relationship with external organisations, including the Federation, University of Glasgow, Surgical intercollegiate partners, and other Royal Colleges.
- Line manage College's transactional processing team, consistently applying HR policies and practice and ensuring complete and accurate transaction processing.
- Comply with all financial legislation, accounting policies and deadlines.
- Work closely with the Deputy Head of Finance to develop and implement improvements to processes, reporting, etc.

#### **Section 5 - Main Responsibilities and Role**

- Timely and accurate preparation of the College and Faculty management accounts and associated narrative information.
- Timely and accurate preparation of management accounts, forecasts, budgets, and associated narrative for intercollegiate and partnership arrangements as required on a periodic basis.
- Support the Deputy Head of Finance with the delivery of the annual budget and regular forecasts.
- Line management of the finance team transactional staff, ensuring full and accurate processing of financial transactions in the Finance accounting software.
- Work alongside the Deputy Head of Finance to produce the annual audit file and support audit field work as required.
- Cover the Assistant Accountant and Deputy Head of Finance during annual leave and periods of absence.
- Lead on the training of new finance team members
- Ensure new team members in the wider College are trained in the use of College's finance systems as part of the College Induction Programme.
- Identify opportunities for improvements in processes and systems, and devise solutions to and improve efficiency, accuracy, and accountability.
- Other tasks as required.

#### **Section 6 - Planning and Organisation**

- The Finance Manager will plan both their work and the work of the transactional finance team to ensure that management accounts are prepared in line with the Finance reporting calendar. The post-holder will plan ahead with the wider College team to ensure that there is sufficient monthly, quarterly and annual collaboration to support accurate reporting and functional team financial accountability.
- The post-holder will be required to effectively manage a varied workload, ensuring multiple deadlines are met.



- The ability to work flexibly and promptly to combine the delivery of regular tasks and the ad hoc resolution of internal and external queries is essential to this role.

### **Section 7 - Decision Making**

- The Finance Manager will contribute to objective setting for the finance team in collaboration with the Deputy Head of Finance and the Director of Finance, Operations and ICT Services.
- The Finance Manager will have a high degree of delegated responsibility, identifying and deciding on opportunities for improvements in processes, systems, reporting, and finance team support for the wider College; then implementing improvements after approval by the Deputy Head of Finance.
- They will have resilience to deal effectively with changing priorities and tight deadlines, reallocating work within the team and adjusting internal and external expectations as required.
- Manage the performance of direct reports, supporting their learning and development etc.

### **Section 8 - Knowledge, Experience and Skill Set Required**

#### **Essential**

- Qualified or Qualified by Experience Accountant, minimum 2 years experience in similar role.
- Up to date knowledge and understanding of relevant legislation.
- Experience with budgeting and monthly management accounts.
- Highly proficient in MS Office particularly Excel.
- Experience in Line management of finance transactional staff.
- The ability to effectively communicate with and build relationships with financial and non-financial staff members, external partners, and external suppliers and customers.
- High attention to detail.
- The ability to prioritise workload to meet tight deadlines.