
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Head of Finance
Department:	Finance
Responsible to:	Vice-Principal Finance & Corporate Services
Hours:	37 hours per week, all year round
Salary:	£49,643 –£59,994 [YC M2.1 - YC M2.7] dependant on qualifications and experience
Date of Issue:	October 2026

1. Job Purpose

- Lead the Finance Department to provide an efficient, value-for-money service and accurate, timely financial information.
- Support the Vice Principal Finance and Corporate Services with financial planning, budgeting, monitoring, reporting and project oversight.
- Deliver an excellent service to learners, staff and stakeholders, contribute to departmental and College plans, and promote equality, diversity and fundamental British values.

2. Key Roles & Accountabilities

Management & Year-end Accounts

- Produce accurate and timely monthly management accounts, forecasts and variance commentary for the Corporation, senior managers, budget holders and other stakeholders.
- Maintain the integrity of accounting records through review and monthly reconciliation of balance sheet accounts.
- Produce Department for Education quarterly returns
- Prepare the 31 July financial statements, annual Department for Education Finance Record and regularity audit information in line with applicable requirements and deadlines.
- Act as the main contact for external auditors and coordinate efficient completion and Corporation approval of the audited financial statements.

Budgets and forecasts

- Prepare the annual budget, flexed budget, cash flow and three-year financial plan at College and budget-holder level, aligned with the curriculum plan and submitted to governors and funding bodies by required deadlines.
- Manage budget-holder expenditure through the College purchase-ordering and finance systems.

Projects and costings

- Ensure new programmes, apprenticeships and curriculum activity are accurately costed, completing annual reviews and identifying efficiency opportunities.
- Monitor project expenditure, compliance, deadlines and returns to funding organisations.

Finance department and system management

- Recruit, lead, develop and appraise Finance staff, maintaining an efficient, collaborative and value-for-money service.
- Manage and optimise the College's financial systems, interfaces, accounting structure and reports so managers receive reliable information to control their budgets.

Compliance

- Ensure compliance with procurement requirements and lead the review of Financial Procedures, supporting updates to Financial Regulations.
- Advise and train managers and budget holders on financial strategy, reports, systems, procedures, legislation and regulation.
- Act as the bank's main operational contact and an authorised signatory.
- Maintain effective credit control, debt recovery, supplier payment and statement-reconciliation processes in line with College policy and agreed terms.
- Attend and present to the Corporation sub-committee meetings of both the Finance Committee and the Audit Committee.

Other

- Manage payroll and pensions administration, quarterly value added tax returns and compliance, liaising with specialist advisers where required.
- Support staffing forecasts, College Leadership Team duties, investigations, marketing and recruitment events.
- Undertake other reasonable duties required by the Vice Principal Finance and Corporate Services

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality, and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification

Post: Head of Finance

	Essential	Desirable
Previous Experience	• Experience of running an integrated computerised accounting system and reporting to tight deadlines. • Experience of managing a team of finance department staff. • Experience of carrying out monthly balance sheet reviews. • Advanced Excel skills.	• Experience in the FE Sector or similar organisation. • Experience of costing products. • Project accounting. • Development and improvement through AI and automation
Qualifications	• CCAB qualified.	• At least 5 years post qualification experience.
Personal Attributes	• Works independently, prioritises effectively and delivers agreed objectives. • Assimilates complex information and communicates clearly with managers and stakeholders. • Works accurately under pressure and contributes positively to the Finance team.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as ‘desirable’ it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates’ ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)