

## JOB DESCRIPTION

Job Title: **Interim Depute Head of Finance**

Line Manager By: Head of Finance

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## JOB PURPOSE & OBJECTIVES

The Interim Depute Head of Finance is responsible for supporting the Head of Finance in managing the financial operations of the organisation. This role involves overseeing financial planning, budgeting, reporting, and ensuring compliance with financial policies and regulations across the college.

## KEY RESPONSIBILITIES

**Financial Planning and Budgeting:** Assist in developing and implementing financial plans and budgets, ensuring alignment with college goals.

**Financial Reporting:** Prepare and present management financial report packages, including monthly, quarterly, and annual reports, to senior management and other stakeholders. Development of monthly departmental budget reports for internal distribution and working with budget holders on variance analysis. Continual review of internal and external reporting requirements and design and development of the reports. Preparation of external claims and statutory returns, including VAT returns and funding applications.

**Cash Flow Management:** Support the Finance team to provide regular daily and monthly cash flow projections. Facilitate bank and credit card payments when required as a Banking Administrator.

**Compliance:** Ensure compliance with financial policies, regulations, and standards, and conduct regular audits and reconciliations. Development and monitoring of systems of internal control. Key contact for internal and external audit activity.

**Financial Analysis:** Conduct financial analysis to identify trends, opportunities, and areas for improvement. Liaise with Procurement to support tender activity through the provision of commercial evaluation of bids.

**Team Leadership:** Line manage the Finance Advisor team, fostering a culture of accuracy and integrity. Assist in the roll out of technical training to other Colleagues in the Finance team to enable continuous improvement within all key processes, such as month end and year end requirements.

**Stakeholder Communication:** Communicate financial information clearly and effectively to both financial and non-financial stakeholders and budget holders, attending and/or facilitating meetings with Heads of Departments and Curriculum and Quality Managers where appropriate. Liaison with other College departments to ensure effective recording of financial data such as contract income.

**Risk Management:** Identify and mitigate financial risks, implementing strategies to the organisation's financial health.

**Project Support:** Provide support for financial aspects of projects, cost management and budget oversight as well as a review of course costing methodologies to assess suitability of curriculum offers.

**Process Improvement:** Implement and oversee improvements in financial processes and systems to enhance efficiency and accuracy. Development of the College's computerised financial reporting system and assisting with staff development of college staff on these systems.

**Strategic Support:** Assist the Finance Director (Interim) in strategic financial planning and decision-making.

**Other:** Carrying out any ad hoc duties as requested by college management.

## WHO WE ARE

### Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

*“To inspire and transform lives through inclusive, innovative and sustainable education.”*

### Mission

South Lanarkshire College has a clear mission to,

*“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”*

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



## VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*