

JOB DESCRIPTION

JOB TITLE: FINANCIAL ACCOUNTANT (Part time, term time only, 0.3 FTE)

LINE MANAGED BY: VICE PRINCIPAL – FINANCE, RESOURCES & SUSTAINABILITY

JOB PURPOSE & OBJECTIVES

You will provide support to the Head of Finance and wider finance team. Working closely with the College Finance Department and the College Management Team, you will review, design, and maintain financial information associated with the preparation of financial accounting records which flow into the requirements, as well as those required for monthly, quarterly, and annual management forecasts, including statutory accounts.

The role is interim and part-time (0.3 equivalent with option for overtime as desired) with the working pattern based on term-time only hours.

KEY TASKS

Supporting the preparation of the annual statutory accounts including monthly balance sheet reconciliations.

Supporting the preparation of monthly cash flows in the required Scottish Funding Council (SFC) format (as required) and the completion of other SFC and Scottish Government monitoring returns as required.

Supporting the preparation of monthly management accounts in conjunction with the Head of Finance and Management & Systems Accountant.

Assistance with departmental budget setting and monitoring including documentation of core processes.

Input to the development of reports from College general ledger software package (Symmetry) to capture the above information and streamline reporting processes

Assistance with the preparation of papers for meetings of the Board of Management, Audit & Risk Committee, and Finance & Resources Committee.

Working alongside the Head of Finance, updating and harmonising College financial regulations, in line with the Scottish Public Sector Finance Manual requirements.

Provision of guidance to the Board of Management and Senior Management team on technical accounting developments and governance matters.

KEY TASKS (continued)

Review College financial reporting and financial records monthly including documentation of processes.

Ascertain the information requirements of internal and external stakeholders and devise and produce reports that satisfy both, keeping this under review. Particular emphasis will be on the production of reports for external stakeholders to a strict deadline.

Review the links between the College general ledger accounting software package and the information that flows into it from other IT packages, setting up and maintaining an appropriate system of reconciliation.

Establish and maintain a reconciliation of the information in the College planning portal to that contained in the general ledger.

Assist the Head of Finance in the implementation of compliance with procurement requirements including the provision of monthly reports to senior managers, which aim to improve purchasing and allied areas with a view to improving efficiency and ensuring that the College achieves value for money.

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.

Date Updated: December 2025