

Thank you for expressing interest in our vacancy for a Finance Manager at Cliff College. This is a full-time interim post offered via a 6-month fixed term contract, with the potential to extend to 10-months, starting after 1st December 2023 and before 1st January 2024 to suit the circumstances of the successful applicant.

About Cliff: Cliff College provides theological education and training with a particular focus on mission and evangelism. Historically, Cliff was a Methodist Lay Training College. Today our student body is both lay and ordained and from a range of denominational backgrounds.

About the job: To oversee and manage the College's finances.

Working arrangement: Flexible remote working, considering an applicant's location and existing commitments is available for this post with a commitment to work some time on site. (Details can be discussed at interview.)

Enquiries are welcomed from those with an established history of self-employment with the required skill set and relevant professional experience and who have the diary capacity to satisfy the demands and needs of this role on a consultancy basis.

Faith: A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with a faith organisation and be fully supportive of the ethos and aims of both Cliff College and the Methodist Church.

How to apply: Please send an up to date CV with a covering letter outlining your interest in the post to the Principal's PA by email to principalpa@cliffcollege.ac.uk

Ensure that the subject line of your email states 'Finance Manager Application – Private and Confidential'

Anticipated timeline: A start date is available for this post as soon as possible after 1st December 2023 and before 1st January 2024

We reserve the right to close the vacancy without further notice once we receive a sufficient number of applications and therefore encourage anybody interested to make an application as soon as possible.

On the following pages you will find a job description, person specification, and a summary of how we recruit. If you have any questions, or if we can be of any further support, please do not hesitate to be in touch by email at principalpa@cliffcollege.ac.uk

Kind regards,

George Dixon-Gough
Chief Operating Officer

Job Title:	Finance Manager (Fixed Term Contract)
Location:	Cliff College, Calver, Hope Valley, Derbyshire S32 3XG. <i>Flexible remote working options are available.</i>
Responsible to:	Chief Operating Officer
Responsible for:	Assistant Finance Manager
Internal relationships:	Principal, members of Senior Management Group (SMG), Senior Strategy Group (SSG) and budget holders
External relationships:	Auditors
Purpose and objectives:	To oversee and manage the College's finances: <ul style="list-style-type: none">○ to manage the financial accounting, monitoring, and reporting systems○ to keep all departments within the agreed budget○ to oversee the College payroll○ to prepare and file financial reports as required to comply with the needs of specified regulatory bodies○ to undertake Company Secretary activities○ to take responsibility for insurance, investments, and tax issues○ to work with the finance assistant in liaising with students

Vision 21:

1. Vision:

- Cliff College: A Global Centre for Evangelism and Missiology.

2. Aim

- To be a Methodist evangelical learning community, rooted in God's Word and Spirit for the purpose of equipping God's people for practical ministry and cutting-edge missional engagement.

3. Objectives:

- To enable an **encounter** of God in an array of places, contexts, and environments, offering the whole Cliff community the opportunity to grow and develop as disciples.
- To **equip** individuals, as disciples, through a wide range of formal and informal, validated, and non-validated, onsite, online and hybrid learning opportunities.
- To **engage** individuals and groups through a variety of evangelistic and missional opportunities at Cliff, throughout the UK and across the globe.

Main Responsibilities:

1. To manage the financial accounting, monitoring, and reporting systems for Cliff College and Cliff College outreach (CCO)
 - to coordinate the College's budgeting process
 - to regularly provide management accounting information to SSG and budget heads
 - to report to the Cliff College Committee and the Operations Sub-Committee
 - to coordinate the annual audit process and liaise with auditors, as appropriate
 - to ensure financial reports are made to variety of organisations, as appropriate
 - to update the College's Finance Procedures and other finance policies, as appropriate
2. To keep all departments within the agreed budget
 - to hold quarterly profit/loss meetings with all departments
3. To oversee the College's payroll system and processes
 - to manage and process the monthly payments of lay staff
 - to coordinate stipend payments made by the Methodist Church
 - to oversee the pension schemes that the College offers

4. To undertake a range of Company Secretarial activities
 - o to ensure all activities required by the Charity Commission are undertaken
 - o to file CCO documentation with Companies House, as appropriate
5. To prepare and file financial reports as required to comply with the needs of specified regulatory bodies, including:
 - o Higher Education reporting, including to the Office for Students (OfS), and the Higher Education Statistics Agency (HESA).
 - o Reporting to Student Funding Bodies, in both the UK and the USA.
 - o Reporting to the Methodist Church in Britain.
6. To take responsibility for insurance, investments, and tax issues
 - o to review and update the College's insurance policies
 - o to oversee the College's investments
 - o to complete returns for VAT, corporation tax and gift aid
 - o to complete all relevant tax returns
7. To work with the finance assistant in liaising with students, as appropriate
 - o to meet with students to discuss financial issues
 - o to liaise with student funding agencies, both in UK and USA
 - o to monitor students accounts
 - o to ensure representation of finance on Bursaries Committee

Other Requirements:

- o Develop and maintain a good understanding of the culture and values of Cliff College, always acting in the best interests of the College.
- o Any other requirements identified by the Line Manager that support the existing and developing needs of the College and that are within the level of responsibility of the postholder.

Ongoing Development and Training:

- o To fulfil the requirements of the role there will, from time to time and as identified by the Line Manager, be a requirement to undertake internal and/or external training.
- o Where possible any such training will be undertaken during contracted hours however if this is not practical it will be recorded as time off in lieu (TOIL).

Summary of Terms and Conditions:

Contract type	Full-Time 6-month fixed term contract (FTC), with the potential to extend to 10-months.
Contract start	As soon as possible, after 1 st December 2023.
Working hours	35 per week.
Working pattern	Flexible remote working considering an applicant's location and existing commitments is available for this post, with a commitment to work some time on site. (Details can be discussed at interview.)
Rate of pay	£35,000-£42000 per annum, dependent on experience, pro rata for the term of the contract.
Annual leave	- Years 1-4: = 33 days inclusive of public holidays; - Years 5-9: = 36 days inclusive of public holidays; - Year 10 onwards: = 38 days inclusive of public holidays. Annual leave is calculated pro-rata for part-time employees.
Required working	- Cliff College annual Festival (dates TBC each year) - Cliff College Graduation (dates TBC each year)
Pension	There is a defined contribution pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointments for employees are made subject to the satisfactory completion of a probationary period of six months.
Disclosure	Due to the nature of this post, appointment will be subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS).

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Flexible remote working options are available.

Attributes	Essential	Desirable	
Education and Training	A relevant professional qualification: full or part qualified in either CIMA, ACCA, or ACA		A, Q, I
	Evidence of ongoing professional development		A, I
Proven Ability	Strong technical accounting skills and good knowledge of financial control systems and procedures in a variety of contexts	Experience in working with student finance in both the UK and USA	A, I
	Excellent working knowledge of accounting and payroll systems	Financial experience in HE and/or charity sector	A, I
	Good experience of the production of management accounts and their reporting in a variety of contexts	Financial experience in the charity sector	A, I
	Computer literate: ability to work effectively with Microsoft Office applications, especially Excel, Word, and Outlook		A, I, E
	Experience of managing a small team		A, I
Special Knowledge and Skills	Good communication, numeracy, and interpersonal skills, both verbal and in writing		A, I
	Ability to work as an effective member of a team		A, I
	Ability to maintain confidentiality and discretion		A, I
	Ability to organise yourself, manage your workload and work to agreed deadlines		A, I
	Proven awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of life		A, I
Special Qualities or Aptitudes	Fully in sympathy with and supportive of the ethos and charisms of Cliff College	Member of a church or Christian community	A, I
	Willing to play an active role in the life of the Cliff Community		A, I
	A willingness to occasionally work irregular hours including evenings and weekends		A, I
Other Requirements	A willingness to occasionally work irregular hours including evenings and weekends		A, I

Evidence: A - Application Form; I - Interview; E - Exercise; Q - proof of qualification

Disability:

Please let us know if you require adjustments to be made at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview.

Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact g.dixon-gough@cliffcollege.ac.uk

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the type of job that you have applied for and the nature of the conviction.

Data Protection:

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By applying we assume that you agree to the processing of your data in accordance with our privacy policy.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other Policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI Safeguarding and a range of Personnel and Financial Processes.