

Highlands College – Bursar

Department: CYPES

Division: Highlands College

Reports to: Deputy Principal - Business Services

JE Ref: CYP1122

Grade: CS11 - CS12

JE Date: 27/03/2023

Job purpose

The Highlands College – Bursar role is a link grade of 11 and 12. The Bursar appointed into role without Public Finance Manual experience or experience of working in an education environment would be a Grade 11. The Bursar who has developed the skillset to fully support the department would be a grade 12. The Bursar joining as a grade 11 would have the ability to move to Grade 12 on gaining skills, experience and qualification required to provide direct departmental strategic support.

The post holder will represent and support a customer-focused business support capability within Highlands College. Working in conjunction with the principal as part of their departmental leadership team, this role will provide valued financial insight, operational and strategic guidance to the department and drive the local financial and performance plan.

The postholder will be instrumental in developing the operational link between the college and department business plans, ensuring there is a clear and consistent ‘golden thread’ aligning departmental budgets to the college plan. The Finance team must be accessible and provide the “voice of the customer” back into the Government of Jersey.

The post-holder is expected to communicate effectively - being comfortable to challenge budget holders (estimated budget circa £14.5m with circa £3.5m income generation) and other stakeholders to ensure that expenditure and income is prioritised effectively as well as providing insightful and proactive support that drives local decision making. In addition, the postholder is responsible for ensuring the College and University Centre conforms with all aspects of legislative compliance. The postholder is the conscience of the leadership team and the compliance and governance of The College.

Job specific outcomes

1. Promoting and executing financial process, policies, and standards within the college. Function as a coach and means to develop financial management understanding and lead training in systems, business cases, reporting, costing, as well as adherence of Jersey Public Finance Law and Financial Directions.
2. Appraise the departmental revenue and projects for value of money, including changes to funding streams, commercial opportunities and financial targets to support the delivery of the strategic plans.

3. Understand, monitor and report on financial risks resulting from decision making, escalating any concerns or issues in a timely manner whilst seeking to find resolutions for and managing any conflict which may arise to resolution.
4. Manage individual and team professional development, keeping up to date with relevant accounting standards, developments and statutory legislation – including, but not limited to, Jersey Public Finance Law, service developments/initiatives and Government policies and procedures to provide strategic insight to departments.
5. The postholder will deal with external stakeholders on a daily basis being the conduit between Student Finance, Trackers, Employers and Employees to safeguard all aspects of financial compliance whilst ensuring the course fees and allocated grants are paid and received.
6. The establishment of effective partnering relationships with all college departments to ensure open and continuous dialogue on all financial matters and decisions.
7. Embed and deliver self-assessment and quality improvement processes within the Finance Team to continue to improve service delivery and promote high levels of professional practice.
8. Provide financial advice and guidance to the Principal and senior leaders on policy, cost drivers and performance metrics. Using performance indicators, costing techniques, business cases and investment appraisal guidance and other centrally led finance initiatives to align strategic priorities.
9. Using the reports from the Corporate Finance Systems, provide insight and analysis with departmental managers to interpret financial performance and drive financial forecasting in year and beyond. Support improvements to financial reporting quality and timeliness with the College leads of analytics and management information.
10. The postholder will deliver advice, support and training to the College Departmental Managers on the operations of corporate finance systems and legislative compliance.
11. The post holder will manage and support the asset risk portfolio for the college including annual insurance and compliance statements.
12. Undertake other duties and responsibilities of a similar nature as may be required from time to time.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

<Delete the following statement if not applicable>

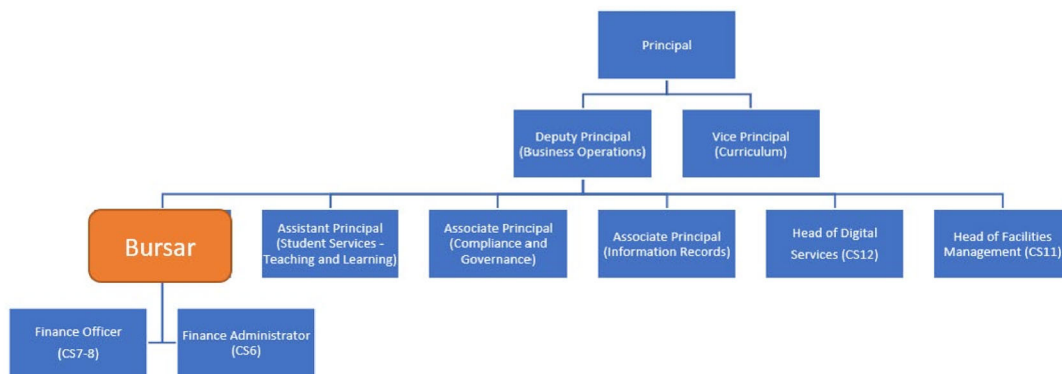
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- List the primary service areas that are accountable to the role.
- XX
- XX

Job s Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree, Qualified Accountant or Equivalent Experience.	Member of a Professional Organisation / Awarding Body
Knowledge	Advanced knowledge of; <ul style="list-style-type: none"> • The role of the Finance Function in leading and driving organisational wide financial stewardship within the College and University Centre. • Detailed knowledge of the States of Jersey Public 	Knowledge of; <ul style="list-style-type: none"> • The activity processes within Government including interaction between politicians and officials. • The Policy process (knowledge of fee increases and

	<p>Finances (Jersey) Law, or a comparable organisation, and its strategy, ministerial functions, policy developments, and the ability to apply financial analysis and advice on the above</p> <ul style="list-style-type: none"> • Finance processes as they relate to the role • The role of Finance in maintaining accurate data and systems as appropriate to the role • Statutory and management financial reporting as it relates to this role • Relevant accounting practices, comparable Finance Law and associated Finance Directions 	<p>justification through Ministerial Briefs) and role of Finance in policy development, execution and realisation.</p>
<p>Technical / Work-based Skills</p>	<ul style="list-style-type: none"> • Numerical skills with the ability to work accurately under pressure to produce management reports for the Governing Board and Senior Stakeholders. • Able to support business leads to align the financial strategy with the business strategy to prioritise resources and align budget. • Analytical skills. • IT skills, with a knowledge of Microsoft office software, in particular Excel with the ability to use formulas, development of spreadsheets, and the ability to analyse and present statistical and performance data. • Ability to apply accounting concepts to the production of accounts and management 	

	information.	
General Skills/Attributes	<ul style="list-style-type: none"> • Oral and written communication skills with the ability to adapt the approach dependent on circumstances. • Willingness and confidence to challenge senior managers when appropriate. • Ability to work at pace and retain a resilience in the face of pressurised situations. • The ability to prioritise and manage workload of the team and self. 	
Experience	<ul style="list-style-type: none"> • 5 years' experience working in a finance role (preferably public sector) • Experience leading, inspiring and developing teams • Management experience within a similar environment. • Experience of training/supervising staff. • Experience collating and interpreting statistical and performance data, working accurately to strict deadlines. 	<ul style="list-style-type: none"> • 3 years post qualification experience • Previous experience in a business finance partner role. • Analysis and clear presentation of data to support appropriate financial strategies and policies at corporate level. • Use of financial software packages and experience in the development of spreadsheets, combined with the ability to analyse and present statistical and performance spreadsheet at Board Room level. • Experienced at working alongside senior management and with Government Officials.
Criteria relating to Safeguarding.	<ul style="list-style-type: none"> • Trained in safeguarding is essential – protecting children, young people and adult at risk or with similar knowledge and experience. 	<ul style="list-style-type: none"> • Level 2 Safeguarding with Children.

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.