



JOB TITLE: Executive Officer / Team Leader
GRADE: EO / Pay Band 13
HOURS: Full Time (37 hours per week)





ABOUT UCM

University College Isle of Man (UCM) has a long-standing reputation for excellence in learning, training and education on the Island. We are proud to have inspired, challenged and empowered our students over the years to make a positive impact on the world around them.

Our vision is “to be recognised as a great place to learn and work, making a real difference to the lives of learners, and to act as a driving force in future skills development and sustainability for the Island” and our mission statement sets out how we will work towards this by providing “inspirational and inclusive education and training which is transformational”.

We offer a broad range of courses to meet the needs of the economy and the individual, and we support upskilling and retraining through full time, part time and work based flexible provision. Our courses are delivered across six campuses boasting fantastic facilities and we also deliver the Education Programme at the Isle of Man Prison.

In order to support staff excellence and wellbeing, staff have access to a wide range of professional development and social and wellbeing activities.

SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of Children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board, Child Protection procedures and the school/service’s Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.



KEY INFORMATION

Grade: EO / Pay Band 13

Hours: 37 hours per week

Salary: £34,731 - £40,577 per annum

Responsible to: Head of Internal Operations

Location: The University College Isle of Man spans several sites, Homefield Road, the Nunnery Campus, Hills Meadow, The Ushtey, the William Kennish Building and Elmwood House. The post-holder's main place of work may be any of these sites and may involve movement between sites.

Job purpose: The main purpose of the post is to ensure the financial processes which are in place to provide accurate and compliant financial information, are applied. Ensuring that the financial records of UCM are maintained accurately and kept up to date, to manage all staff involved with financial operations at UCM and to provide information & support to the Senior Leadership Team on financial matters as required.

What will you do?

Lead - Finance & Reception teams play vital role in UCM`s strategic financial planning and management, providing information, analysis, sound impartial and evidence-based advice and support across all levels of UCM in relation to budget planning and preparation, financial performance and financial compliance.

Manage - You are responsible for UCM's accounting records and controls, and management of the resources delegated to the division including fee income, free school meals and supply costs.

Support - Financial control responsibilities within UCM, administrative support to faculties and providing general information to staff, students and public via UCM reception.

MAIN ACTIVITIES

1. Financial

- Providing financial and management information, support & training to budget holders with regards to financial regulations and practices.



- Monitoring & refining accounting systems for the recording of all financial matters at UCM (e.g. collection of fees, administration of refunds systems, checking of invoices for issue regarding course and additional fees when these are chargeable).
- The maintenance and update of UCM`s financial systems and operational practices.
- Creditor system control, authorising the payment of creditors, checking that all cost centre controllers are fully aware of their obligations within Treasury Financial Regulations.
- Analysis of monthly financial reports and correction of any errors of incorrect postings.
- Control of the debtor system.
- Ensuring that computer (and supporting manual) records for financial matters are properly maintained and retained according to statutory requirements.
- Ensuring that checking and balancing daily receipt of moneys from all sources occurs through to banking stage.
- Oversight of UCM "petty cash" system.
- Control the production and distribution of relevant, accurate and timely financial management information for budget holders and maintenance of the budget holder returns.
- Supervise the creation, upload and reconciliation of UCM`s journal transactions.
- Control the administration of UCM`s purchase card system, including training and supporting users.
- Support the financial year end processes.
- Management of all financial support matters relating to enrolments.
- Overall control of UCM`s Non Public Funds Account, including arrangements for producing annual auditable accounts for presentation to the Governing Body and DESC.
- The post holder will be responsible for the management and supervision of a team of Administrative Officers including mentoring, training and providing support to ensure the delivery of a professional finance and support function to UCM.

2. Management

- Day-to-day management of UCM Finance & Reception teams.
- Arrangements for training the staff as necessary.
- Coordination of financial data control and production with MIS team.
- Coordination of admin support for faculties.
- Develop and motivate Finance & Reception team members through agreed CPD and appraisal procedures.

3. Corporate contribution

- As a member of the Finance & Reception team, the post holder has a role in contributing to the development of the broader UCM policy and strategic framework. This includes providing information and advice to, and where required, participating in relevant committees and officer level working groups.



- The post holder will also, when requested, review and comment on policy options and proposals across a wide range of matters including, for example, UCM Fees Policy and Withdrawal & Refunds Policy.
- Any other duties as requested, as commensurate with the post and level of responsibility.



IS THIS THE RIGHT JOB FOR YOU?

Person Specification - Executive Officer/Team Leader

E - ESSENTIAL | D - DESIRABLE

A - APPLICATION | C - CV | P - PRE-EMPLOYMENT CHECKS

R - REFERENCE | I - INTERVIEW

ATTRIBUTES	ESSENTIAL / DESIRABLE	ASSESSMENT
CREDIBILITY		
3 GCSEs at grade C or above, including GCSE Maths and English or equivalent.	D	C
Qualified Accounting Technician (AAT, CAT etc).	D	C
Evidence of continuing personal and professional development.	E	C
Relevant experience working at a finance administration role.	E	C/I
Experience in the preparation of monthly accounts and reports.	E	C/I
Experience of engaging and motivating a team.	E	C/I
Experience of anticipating customer needs and develop the service to support them.	E	C/I
Experience of setting challenging and relevant goals for self and team development.	E	C/I
Experience of the control of suppliers and achieving value-for-money.	E	C/I
Has open conversations - recognises the value of challenging conversations, resolving issues through agreement and compromise ensuring dignity and respect is maintained.	E	I
Has experience with electronic procurement & business management software.	D	C/I
Addresses the issues - looks for positive outcomes; prevents conflict by dealing with it positively, constructively and confidently; demonstrates fairness, consistency and equality.	E	I



Builds supportive relationships - recognises their role as a channel of information within the organisation, cascading important information to their team and sharing important information with their manager.	E	I
Professional and credible - takes personal responsibility; delivers on targets; has a positive personal impact, interacts positively and effectively; puts the customer at the heart of everything.	E	I
CAPABILITY		
Work with colleagues to develop an engaging vision for the team understanding how own role contributes to achieving key objectives.	D	C/I
Good level of IT skills, including Excel and Word.	E	C/I
Encourages innovation and supports change - adapt to changing demands and new situations.	E	C/I
Makes considered decisions - accepts accountability for the work of the team, monitoring own and others' progress against deadlines and standards.	E	I
Encourages innovation and supports change - empower their direct reports and use innovation and creativity to support decision making and development.	E	I
CHARACTER		
Self-motivated and possessing a 'can do' attitude.	E	I
Reliable & conscientious; be willing to take on new challenges and projects, putting in extra effort if required.	E	I
High personal and professional ethics.	E	I
Trusts and is trusted - demonstrates a good understanding of emotional intelligence through being a confident self-starter, working effectively in an autonomous way within their own field.	E	I
Has positive energy and drive – be interested and enthusiastic about their peers and what they are trying to achieve, showing a strong sense of solidarity.	E	I
CIRCUMSTANCES/INTERESTS:		
Isle of Man Worker.	D	A
Satisfactory police check.	E	P
Driving licence and access to own transport.	D	I