



Candidate Information Pack

Finance Manager

Cliff College, Calver, Hope Valley, S32 3XG

Closing date: 17th February 2025

Interviews: w/c 24th February 2025

OUR COLLEGE

Cliff College is an evangelical learning community which is rooted in God's Word and Spirit, for the purpose of equipping God's people for practical ministry and cutting-edge missional engagement.

We provide theological education and training with a particular focus on mission and evangelism.

Historically, Cliff was a Methodist training college for those wishing to engage in mission and evangelism. Today our student body is both lay and ordained and from a range of denominational backgrounds.

We offer full-time and part-time undergraduate and postgraduate courses with on campus and online learning options, as well as a programme of training and development courses and retreats.



Alongside our courses we have a busy Conference Centre, a gap year focused on mission and evangelism, thriving international work delivering training and support to Christians throughout the world and an exciting and well-respected annual Festival of word and music.

The College is overseen by the Senior Leadership Team (SLT), made up of myself and three senior members of staff. The SLT provides leadership, oversight and vision, working collaboratively through regular meetings with curriculum leads, line managers and other key members of staff.

To act as our internal management accountant, we seek to appoint a qualified and experienced Finance Manager to support the Head of Finance and line manage our Finance Assistant.

We welcome applications to work on a part-time basis.

Handwritten signature of Ashley Cooper in black ink.

Rev Ashley Cooper
Principal, Cliff College

JOB DESCRIPTION

Job title: Finance Manager.
Location: Cliff College, Calver, S32 3XG.
Responsible to: Head of Finance.

Responsible for: Finance Assistant.

Internal relationships:

- Head of Finance.
- Senior Management.
- Academic administrators.
- Operations team.

External relationships:

- Auditors.
- Representatives from the Methodist Church of Great Britain.

Purpose and objectives: To act as the College's internal management accountant.

Vision 21:

Vision:	Cliff College: A Global Centre for Evangelism and Missiology.
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.
Objectives:	<p>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.</p> <p>To equip individuals, as disciples, through a wide range of formal and informal, validated, and non-validated, onsite, online and hybrid learning opportunities.</p> <p>To engage individuals and groups through a variety of evangelistic and missional opportunities at Cliff, throughout the UK and across the globe.</p>

Key responsibilities:

- To support the Head of Finance to deliver the financial strategy required for the flourishing of the College.
- To manage accounting, monitoring, and reporting systems including the production of monthly management accounts, with comparison to budgets.
- To oversee the College payroll, PAYE and pension payments and compliance.
- To lead on annual external audits (both with the Methodist Church and External Auditors).
- To produce and submit quarterly VAT returns.
- To produce and submit annual Gift Aid returns.
- Line management responsibility for Finance Assistant

Other requirements:

- Develop and maintain a good understanding of the culture and values of Cliff College, always acting in its best interests.
- Any other duties within the postholders level of responsibility that support the existing and developing mission of Cliff College.

Summary of terms and conditions:

Contract type:	Part-time, permanent.
Working hours:	Upto 21 hours per week (3 days per week).
Rate of pay:	Commensurate with experience.
Location:	Cliff College, Calver, S32 3XG.
Required working:	A flexible working pattern is a requirement for this role. There is a requirement for all staff to work the following events: - Cliff Festival - Graduation
Annual leave:	Based on completed and continuous service years: - Years 1-4: = 33 days per annum inclusive of public holidays. - Years 5-9: = 36 days per annum inclusive of public holidays. - Year 10 onwards: = 38 days per annum inclusive of public holidays. Annual leave is calculated pro-rata for part-time employees.
Pension:	There is a contributory 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:	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure:	Appointment will be conditional subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	There will on occasion be the need for relevant training to be undertaken. When this is a requirement, it will be undertaken during contracted hours or recorded as time off in lieu (TOIL). We are an employer that will try to support your professional development and during your employment with us we will consider any requests that you make for your continuing professional development (CPD).

Faith:

Whilst a faith is not an essential requirement to succeed in this role the successful applicant will be representing a theological institution and faith organisation *in all that they do* and should therefore be committed and comfortable with the ethos of Cliff College and the Methodist Church.

PERSON SPECIFICATION

Job Title: Finance Manager.
Location: Cliff College, Calver, S32 3XG.
Responsible to: Head of Finance.

<i>E = Essential, D = Desirable, A = Assessment Method</i>	E	D	A
Training and Qualifications			
AAT Qualified.	Yes		A, I, C
Evidence of ongoing professional development.	Yes		A, I
Knowledge, Skills and Experience			
Strong technical accounting skills and a good knowledge of financial control systems and procedures in a variety of contexts.	Yes		A, I
Excellent working knowledge of accounting/payroll systems, particularly SAGE	Yes		A, I
Financial experience in the charity or HE sectors		Yes	A, I
Good experience of the production of management accounts	Yes		A, I
Computer literate: able to work effectively with Microsoft Office applications, especially Excel, Word, and Outlook.	Yes		A, I
Good written and spoken communication, numeracy, and interpersonal skills.	Yes		A, I
Qualities and Aptitudes			
Able to work under pressure whilst maintaining integrity, confidentiality, and discretion; either independently or alongside others as part of a small team.	Yes		A, I
Able to establish and maintain consistent professional boundaries, developing trusted working relationships with a diverse range of engaged stakeholders.	Yes		A, I
Able to react and adapt positively to changing priorities and circumstances, willing to meet the current and future needs of Cliff College.	Yes		A, I
Able to appropriately challenge people at various levels of seniority.	Yes		A, I
Able to work as an effective member of a team.	Yes		A, I
Able to organise yourself, manage your workload and work to agreed deadlines.	Yes		A, I
Any Other Requirements			
In sympathy with and supportive of the ethos and charisms of Cliff College.	Yes		A, I
Willing to play an active role in the life of the Cliff College community.	Yes		A, I
Sensitive to issues of Equality, Diversity, and Inclusion in all aspects of life.	Yes		A, I
A willingness to work irregular hours including evenings and weekends.	Yes		A, I
A satisfactory disclosure from the Disclosure and Barring Service.	Yes		A, I, C

Assessment Method

- A – Application Form
- I - Interview
- C – Certificate/Qualification

WORKING WITH US

The College offers a range of family friendly, inclusive employment policies and flexible working arrangements.

We encourage people of colour, lesbian, gay, bi, trans, queer and non-binary people, disabled people, parents, people with caring responsibilities, people of belief and, for this role, no belief to apply.

All staff are expected and encouraged to engage in continuing professional and occupational development to enable them to meet their own objectives and the College's strategic goals.

In tune with the College's values, we are committed to helping our staff find a reasonable balance between working and non-working time.

We offer supportive policies to aid work-life balance and create a family-friendly workplace. These include homeworking (where appropriate) and policies on special leave.

Located in the beautiful landscape of the Peak District National Park, and in close proximity to the village of Calver, our surroundings combine some of the best of both White and Dark Peak scenery.

If travelling by car Cliff College is on the A623 between Calver and Baslow – junction 29 of the M1 if you are coming from the south, or junction 34 if you are coming from the north. Some satnav devices will direct you down Curbar Gap, which is a steep and narrow single-track road; we advise you to use the A623 route instead, especially in inclement weather.

If arriving using public transport the nearest train station to the College is Grindleford, 3.8 miles away. Taxis from the station are recommended to be booked in advance if you are arriving this way.

For upto date bus schedules and information visit <https://www.travelsouthyorkshire.com/en-gb/journeyplanning/timetable-search>



NEXT STEPS

We encourage enquiries and questions about the role. For an informal conversation about the vacancy contact Michelle Foulkes by email at m.foulkes@cliffcollege.ac.uk

Note that applications sent directly to this email address will not be considered.

To make an application you must complete an application form ([download here](#)) and return to reception@cliffcollege.ac.uk before Midday, 17th February 2025.

*You may submit your CV with the application form, but it **will not** be used during shortlisting.*

1. Closing date:	17 th February 2025.
2. Interview date:	24 th February 2025.

1. We reserve the right to close the vacancy without any further communication or advertising before this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Cliff College, S32 3XG.

IMPORTANT INFORMATION

Adjustments:

Please let us know if you require adjustments making 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 the recruitment process.

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. 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. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, 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 and abilities 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.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.

If you have any questions or comments about how we recruit, please feedback by clicking [here](#).