



Role Profile

Job Title

Financial Operations Manager

Salary range Point 72 of the Portland Pay Scale

Contract Permanent, 52 weeks

Main location Portland College

Hours and basis 37.5 per week, Monday to Friday

Reports to Director of Finance & Compliance

Date of issue June 2026

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with a wide range of disabilities and associated learning difficulties. We are based on a campus close to Mansfield with a number of campus sites in Nottinghamshire.

This role ensures the effective leadership, management and ongoing development of its finance function within a complex charity and education environment. With a significant income base, multiple service areas and increasing regulatory expectations, the role is critical in leading and developing the finance team, strengthening systems and processes, and ensuring financial sustainability.

What you will be doing

Key responsibilities:

Operational

- Leadership of the Finance and Payroll team
- Review of monthly management accounts and sending to budget holders after review
- Regular review of reports with departmental managers
- Budget and forecast preparation through budget holder meetings
- Maintain relationships with professional advisors including auditors, pension advisors and insurance brokers
- Daily cash management through monthly forecasting, investment of surplus funds through Investment Platform and control of BACS payments
- Production of ROI reports for acquisitions, both business and buildings
- Maintain up to date knowledge of payroll legislation to support Payroll Manager
- Maintain good knowledge of excel spreadsheets, databases and accounting and payroll systems to optimise use of IT across the department
- Develop finance related systems and processes to make best use of digital tools and resources.

Strategic

- Support Director of Finance & Compliance with projects including potential acquisitions, costing reviews for education and care citizens, capital developments and off-site expansion
- Work with Director of Finance & Compliance to develop and implement strategic plans.

Other

- To act as second signatory on bank accounts and mandate
- Promote all college policies and procedures and ensure they are followed by staff and service users
- Be responsible for own professional development so that financial reporting meets current standards
- Where appropriate, develop relationships with finance professionals in peer organisations

<ul style="list-style-type: none"> • Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility if the job
Key results we want to see from this role
<ul style="list-style-type: none"> • Budgets and forecasts produced in a timely manner based on manager input and review • Production of board level reports to support the Oversight of Finance Committee. • Smooth operation of all finance functions with finance staff supported and developed • Control of departmental expenditure to achieve agreed budget • Improvement to business processes and controls • Investment Platform to have no unanticipated control matters or financial adjustments
Dimensions of the role
<ul style="list-style-type: none"> • Line Manager of Finance Team c. 9 people • Strong relationships with suppliers, professional advisors and statutory bodies
Key work relationships
<ul style="list-style-type: none"> • Senior Management Team • Department and Service Manager • Auditors, insurance brokers, pension advisors • Peer organisations

Other information
<p>Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.</p> <p>Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.</p> <p>Other Duties & Responsibilities</p> <ul style="list-style-type: none"> • Such other duties as the management may from time to time reasonably require <p>The above role profile is not all encompassing and is subject to regular review.</p> <p>Signature of post holder Date</p> <p>I have read and accept the duties and responsibilities outlined in this role profile.</p>