

## Head of Financial Controls and Compliance

**Contract type: Full-time; Permanent**

**Salary: £60,348 - £67,788 per annum (Grade 13-14)**

### **The challenge:**

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

### **The role:**

Working within our Finance function, this role will be pivotal in delivering optimal finance processes. The post holder will ensure that appropriate financial procedures and controls are in place for the organisation, whilst also providing business support and finance training. You will also design, develop and produce key reports for the Finance Department, including KPI reporting and dashboards, and Sales and Purchase Ledger reporting.

### **The person:**

We're looking for a strong communicator with excellent inter-personal skills. You will be able to present financial information clearly and effectively to various audiences across the organisation. Experience of successfully driving change and continuous improvement projects would also be advantageous for this role.

### **Our benefits:**

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. As such, applications are invited from individuals across the UK but please note that the role will require regular working from our Cardiff offices.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact [HR@wjec.co.uk](mailto:HR@wjec.co.uk), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

**Closing date: 23:59, Sunday 13 July 2025**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Financial Controls and Compliance</b>
<b>Department:</b>	Finance
<b>Section:</b>	Finance
<b>Responsible to:</b>	Executive Director: Finance and Procurement
<b>Grade:</b>	13-14
<b>Location:</b>	Western Avenue
<b>Main purpose of Job:</b>	

To ensure that appropriate financial procedures and controls are in place and adhered to and to support the Finance Department and the wider organisation in ensuring that Financial Regulations and Procedures are understood and followed. To lead from a Finance perspective on risk reporting and management.

## Principal Duties and Responsibilities:

### Project Lead

- Co-ordinator for all Finance related projects, ensuring the continuous improvement projects and initiatives within the team are managed and delivered.
- Finance point of contact for all business projects, including WJEC's Transformation Programme and Must Win Battles.

### Financial Policies and Procedures

- Lead in the preparation, development, implementation and maintenance of all WJEC Financial Policies and Procedures, including WJEC's Financial Regulations, working with colleagues across the Finance team.
- Responsibility for WJEC's Financial Regulations and all Financial Procedures.
- Responsibility for ensuring compliance with Financial Policies and Procedures, including the Financial Regulations.

### Business Processes

- Support the team on the delivery of optimal end to end finance related business processes, through process re-engineering, and the development and implementation of new system solutions and business practices.
- Support the team in improving customer related business processes and systems interfaces, seeking new and innovative ways to deliver better outcomes.

### Risk Management and Reporting

- Maintenance of WJEC's Finance Operational Risk Register, including the monitoring of Finance operational risks, controls, assurances, mitigations and actions and the consideration of the level of both the inherent risk and the residual risk.

- Reporting Finance's Operational Risk Register, including highlighting emerging risks and issues and escalating risks for consideration at a corporate level as appropriate.

### **Business Support and Training**

- Responsibility for ensuring that WJEC Financial Regulations and Procedures are appropriately communicated to all staff and are understood and followed and ensuring that there is buy-in organisation wide.
- Ownership of Finance related information pages on Hwb, ensuring that the pages contain appropriate and relevant information and to take the lead role in ensuring that the pages are kept up to date.
- Lead in the pan-WJEC provision of all finance related training and coaching to both financial and non-financial staff that will increase financial understanding and capacity throughout the organisation.
- Provide and co-ordinate induction on financial matters to new members of staff and existing staff starting new roles.

### **Internal Audit and the Control Environment**

- Ensure that effective accounting and control systems are in place for WJEC and its subsidiary company in respect of financial processing, communicating and documenting these processes and ensuring they reflect current legislation and WJEC's Financial Regulations and Procedures.
- Finance operational lead for Internal Audit activities, including the management of Finance related Internal Audits.
- Manage and monitor the progress with regards to all Finance audit recommendations, including preparing regular reports on the implementation of agreed upon actions to the Finance Director and the Finance Team and to the Head of Governance for inclusion within the corporate reports to the Audit Committee.

### **Balance Sheet Reconciliations**

- Manage and oversee the month end reconciliation process to ensure that all balance sheet accounts, control accounts and suspense accounts are reconciled and reviewed monthly.
- Managing the completion of reconciliations by Finance Team members.
- Completion of certain reconciliations.
- Review of reconciling balances, ensuring that these are being addressed and resolved promptly.

### **Financial Systems**

- Support the Head of Transaction Processing with the development, improvement and integration of financial systems, ensuring compliance with best practice accounting principles.
- Responsible for the authorisation and control of changes to Finance systems user access, providing sign-off for new staff and role changes and performing regular audits/checks to ensure user access remains appropriate.

### **Banking Platforms**

- Support the Head of Transactions Processing with the maintenance and controls of banking platforms.
- Ownership for the compliance of banking platforms with WJEC's Financial Regulations, including:
  - Maintaining the authorised signatories list.
  - Maintaining and approving the user access list, ensuring that any changes are actioned and processed.
- Manage any changes to banking platforms, including ensuring that any testing is carried out satisfactorily and manage the implementation.

### **KPI Reporting**

- Management and oversight of KPI reporting for the Finance Department.
- Design and development of KPIs for the Finance Department and ownership of the mechanisms and processes to collect and analyse KPI data.
- Produce a monthly KPI report including following up where improvements are required.

- Management and ownership of the collection of Finance KPI data for Corporate Balanced Scorecard reporting.
- The continuous improvement of the reporting.

### **Working Capital Management and Reporting**

- Development and maintenance of a comprehensive report and dashboard summary covering cash, investments, debtors and creditors.
- Lead on the monthly reporting, including narrative and liaising with other team members to co-ordinate the preparation of inputs, resolve queries and understand trends.

### **Data**

- Finance lead for all GDPR matters, including ensuring that the Finance department:
  - has implemented appropriate safeguards for the handling and storage of sensitive data
  - is compliant with WJEC policies relating to data security.

### **Additional Responsibilities & Duties**

- Organisational Strategy: Contribute to the strategic direction of WJEC and implement and develop improvements and initiatives to support WJEC's strategy. Lead, plan and monitor the strategic direction of the systems and processes function to support the formulation and delivery of strategic and operational plans.
- Statutory Accounts: Support the Head of Financial Reporting as required in the year end process.
- External Audits: Support the Head of Financial Reporting in ensuring that the External Auditors have all necessary information and analysis.
- Complaints: Manage the review and resolution of any complaints relevant to the Finance Department and provide all relevant reporting.
- Board of Directors Information: support the Executive Director: Finance and Procurement in the preparation of financial information and papers for Board and Sub-Committee meetings as required.
- Insurance: Provide support and guidance for insurance policy renewal and claims management as required.
- Team approach: support the Head of Transactions Processing with the delivery of operations as appropriate to support the workload demands within the Finance team.

### **Other**

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

## Person Specification

<b>Job Title:</b>	Head of Financial Controls and Compliance
<b>Department:</b>	Finance

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

## Skills and Abilities

### Essential

- Ability to lead and support finance and non-finance staff through periods of development and change.
- Excellent communication and inter-personal skills with a customer focus and confidence to present and train financial and non-financial specialists.
- Be able to work at pace and have a track record of delivery.
- Track record in hands-on senior Finance role.
- Ability to engage with staff at all levels and to influence, persuade and bring differing perceptions together.
- Excellent general IT skills – including intermediate level in Microsoft Excel and Word.
- Ability to identify and communicate potential problems and suggest workable solutions.
- Ability to work independently as well as within a team.

### Desirable

- Ability to communicate through the medium of Welsh.

## Knowledge and Experience

### Highly desirable

- Experience of successfully driving change and continuous improvement.
- Experience of creating and delivering training programmes to financial and non-financial staff.
- Experience of preparing appropriate reports for senior management.

### Desirable

- Knowledge of Access Dimensions and Focal Point.
- Experience of operating in Finance within the Education Sector.
- Experience of working with "workflow" related systems and processes.

## Training / Qualifications

### Highly desirable

- Degree or equivalent.

### Desirable

- Qualified accountant or qualified by experience.

## Other Requirements

The following competencies (behaviours and characteristics) have been identified as key to success in the job:

- **FOCUSING ON INTERNAL AND EXTERNAL CUSTOMERS AND BUSINESS NEEDS** – Meets the needs of customers and understands the business.
- **COMMUNICATING EFFECTIVELY** – Demonstrates high quality interpersonal and communication skills.
- **DELIVERING OUTCOMES** – Strives for and encourages continuous improvement and consistently delivers high quality services and products.

- **MANAGING SELF AND PERSONAL SKILLS** – Takes personal responsibility for own development and the development of their team and always acts professionally.
- **LEADING, DEVELOPING AND MANAGING PEOPLE** – Delivers high performance by leading and motivating, demonstrating people matter to WJEC through encouraging people to achieve their potential.
- **PROVIDING DIRECTION** – Provides clear leadership consistent with WJEC’s vision, mission and core values.
- **ANALYTICAL THINKING** – Able to simplify basic problems, processes or projects into component parts, explore and evaluate them systematically.
- **PLANNING AND ORGANISATION** – Able to think ahead in order to establish an efficient and appropriate course of action. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines and resources.
- **INFLUENCING AND PERSUADING** – Able to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **MANAGING RELATIONSHIPS AND TEAM WORKING** – Able to build and maintain effective working relationships with a range of people.

