
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Finance Business Partner – Projects & Costings
Department:	Finance
Responsible to:	Head of Finance
Hours:	Full time, 37 hours per week all year round (substantial part time may be considered)
Salary:	£40,237 [YC10.1]
Date of Issue:	January 2026

1. Job Purpose

To provide costing and analysis of college products and curriculum programmes, recommending areas that require management attention. To analyse financial performance of the college commercial outlets looking for opportunities to develop profitability.

To lead the financial planning and reporting of college projects, from the point of bidding through to implementation. To include tracking and forecasting progress, supporting bids, completing funding body returns. Ensuring compliance with college regulations and procedures including procurement. To manage, track and reforecasting the college's capital spend including maintaining the fixed asset register and cash impacts.

2. Key Roles & Accountabilities

Costings

- Undertake an annual costing exercise on all planned apprenticeship programmes.
- Cost all new curriculum activity.
- Calculate appropriate rates for costing calculations (overhead, departmental, hourly).
- Working with the Management Information System (MIS) team ensure course costings calculations in the course costing software are correct.
- Ensure costing models are robust and meet third party funding requirements
- Analyse contribution rates at department, income stream and course level.
- Support the curriculum planning process, engaging with college stakeholders and provide challenge on the financial viability of courses.
- Track, analyse and look to improve the financial performance of the college commercial outlets, currently: Food Court canteen, DaVinci Restaurant, Children's Centre, Sports hall and Nexus hair salon.
- Explore new commercial opportunities for the college.

Projects

- Lead on the financial reporting for projects including comparisons with bid requirements, college budget and 3-year plan, financial forecasts for impact on SOCI, balance sheets and cash flows.
- Prepare monthly project returns:
 - To include summary information and supporting with writing reports; financial progress of the overall project including, capital spend and grant drawdown, match funding and learners recruited.
 - Prepare grant claims monthly, collect invoices and ensure eligibility in project parameters.
- Provide financial analysis on the project performance.
- Work closely with the stakeholders to determine progress of projects and ensure project deliverables are achieved.
- Look for opportunities within the projects to maximise the value added to the college.
- Support the bidding process for new projects.
- Provide support for the campus Big Build project.
- Recommend the project accounting requirements and implement within college accounting system (BluQube).
- Oversee project procurement plans to ensure alignment with college financial regulations.
- Liaise with external project leads as required.
- Working as a key member of project teams. Engage with external contractors to ensure bids and project documentation reflects the financial position of the project, regularly review, and reforecast.

Other

- To manage the fixed asset and grant register for; monthly management accounts, year end accounts and forecasting depreciation and grants for budget setting.
- Support the finance department in the production of college management accounts, analysis, and budgets, working closely with the College Accountant to provide cover of each other's duties.
- Provide guidance and support on the college procurement policy to college managers and support the procurement process by engaging with the procurement consultant.
- Liaise with external auditors
- Provide cover for payroll.
- To provide an outstanding service to learners, staff and other stakeholders.
- To actively engage in developing and promoting the departments operational plan
- To actively engage with achieving the College strategic aims and development plans
- To actively promote equality, diversity and fundamental British Values in all aspects of the role.
- Work within the College's financial regulations and procedures.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves, justify the re-evaluation of a post. In cases, however, where a permanent and

substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College – Person Specification
Post: Finance Business Partner – Projects & Costings

	Essential	Desirable
Previous Experience	• Experience in production of management accounts and preparation of financial plans, forecasts and cash flows/cash management. (3+yrs) • Strong IT skills including advanced use of Excel. • Creating Excel models. • Product costing.	• Experience of a variety of accounting systems (software). • Standard costing knowledge. • Manufacturing variance appraisal.
Qualifications	• Part qualified accounting qualification (CIMA/ACCA) or equivalent degree	• Willingness to study towards an accounting qualification (CIMA/ACCA)
Special Skills/Aptitudes	• Excellent written and verbal communication, highly organised, someone who pays attention to detail.	
Personal Attributes	• Can do attitude, friendly disposition.	
Ability to demonstrate the College values	• Creating a learner centred environment. • Have uncompromising ambition for our learners. • Valuing and respecting everyone. • Collaborating with our local community and employers. • Being flexible, innovative and forward thinking.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of

children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf