



MOORLANDS COLLEGE

Job Description and Person Specification

Job title:	Business, Finance and Governance Officer
Reporting to:	Director of Finance and Operations & Chair of the Board of Trustees
Staff reporting:	None
Based:	Sopley, Christchurch, Dorset
Hours:	32 hours a week.
Salary Range:	£24,421 to 25,006 per annum, based on 32 hrs per week.
Purpose:	<p>To support the Director of Finance and Operations (DoF&O) in ensuring sound governance, financial integrity, and effective organisational management across Moorlands College. This varied role includes responsibility for financial and compliance reporting, legal administration, business oversight, and acting as Clerk to the Board of Trustees. The postholder will also help ensure departments are operating efficiently, with robust internal systems, and will provide occasional PA support to the Director.</p>
Liaising with:	<ul style="list-style-type: none">• Director of Finance and Operations• Members of the Board of Trustees• Members of the Executive Leadership Team• HR Manager, Operations Manager & Finance Manager
Key duties will include:	<p>Acting as Clerk to the Board of Trustees (Directed by Chair of Board of Trustees)</p> <ul style="list-style-type: none">• Support the Principal/CEO and Chair of the Board of Trustees by facilitating communication between trustees and management, monitoring the trustees skills matrix and membership, including terms and their expiry• Access appropriate external and legal advice, support and guidance as necessary• Continually review developments in charity governance• Enable student and staff representatives on the Board to play full and effective roles

- Ensure that clear and useful agendas and minutes are published as required
- Maintain an annual schedule of required reporting from management, and ensure that trustees are provided with reports in a timely manner
- Advise on the annual calendar and scheduling of meetings
- Take minutes at Board Level meetings, including Board of Trustees, Audit & Risk, Finance & Resources, and Nominations Committee.

Finance & Business Oversight (Directed by the Director of Finance and Operations)

- Support the preparation of annual financial statements and audit documentation.
- Assist with the production of management accounts and other internal financial reporting.
- Write and proofread reports for trustees and senior management.
- Assist with departmental business planning, pricing decisions, and cost-reduction initiatives.
- Support the Director of Finance and Operations in monitoring budgets and the use of restricted and designated funds.

Compliance, Legal and Operational Support (Directed by the DoF&O)

- Coordinate the review and implementation of organisational policies and procedures (other than those covering areas of Academic Quality)
- Support contract management, including reviewing agreements and preparing drafts.
- Coordinate insurance renewals and maintain appropriate documentation.
- Assist with HR administration working closely with the HR Manager.
- Assist in areas of Operational Compliance, working closely with the Operations Manager.

Administrative Support to the Director of Finance and Operations (Directed by the DoF&O)

- Provide occasional PA support including diary management and meeting preparation.
- Draft reports as required under the Schedule of Reporting
- Assist the Director of Finance and Operations with administrative duties and special projects as required.

See over for Person Specification

August 2025

Person Specification

Business, Finance and Governance Officer	Essential (E) Desirable (D)
Qualifications <ul style="list-style-type: none"> • GCSE English and Maths • Qualified to degree level • Qualification in Accounting or Finance, or equivalent experience 	E D D
Experience <ul style="list-style-type: none"> • Experience of preparing, attending and facilitating formal meetings • Experience of minute taking in a formal environment • Experience of supporting others in the area of compliance and legal matters. • Experience in corporate or charity governance • Experience of higher education administration and governance. • Experience with charity governance, SORP, and regulatory filings. 	E E E D D D
Skills and Competencies <ul style="list-style-type: none"> • Working with legal documents, and governing instruments and language. • Production of agendas and minutes • Collating data and drafting reports • Ability to communicate clearly both written and verbally • Ability to organise volumes of data and information and establish systems. • Knowledge of data protection (GDPR UK) and ability to comply with other relevant legislation. • Ability to plan and to deliver work within required timescales. To manage workload without day to day supervision. • Confident user of Microsoft Office packages and Teams • Familiar with Apple Mac Computers • Familiar with Xero Accounting software (or similar) • Understanding of relevant compliance areas relevant to Business Finance and Governance. 	E E E E E E E D D D
Personal qualities <ul style="list-style-type: none"> • Attention to detail and ability to follow procedures and adhere to deadlines • Ability to maintain good working relationships with both senior management and trustees. • Integrity, confidentiality and professionalism 	E E E