



**Head of Finance – 36 hours per week**  
**Hybrid – Home / Lisson Grove Centre**  
**Salary £48,402 - £57,750 per annum, depending upon current salary, skills & experience**

Are you passionate about the transformative power of education and want to make a difference to people's lives? If so, we want to hear from you!

We're now looking for a Head of Finance to join us – someone to oversee all financial functions for Westminster Adult Education Service and provide high quality financial accounting, strategic management accounting and procurement advice.

Contributing to the strategic direction of the service to ensure it is aligned with Westminster City Council corporate objectives and priorities, you will lead on accounting and monitoring of the allocation of grants and continuously develop and review a system of monitoring, reporting recurring and non-recurring funding streams. You will lead on the preparation and presentation of the annual budget, budget reviews and updates and on the allocation of devolved pay and non-pay budgets to budget holders across the service.

A basic DBS is required for this post.

#### **About You**

We're looking for a qualified Accountant and someone who is a member of one of the UK's Certified Council of Accounting Body. We'd like you to have significant relevant experience of financial management, ideally in the Further Education sector, and have experience of financial modelling, contributing to financial analysis as well as preparing and presenting financial reports. Your experience will also include closure preparation and presentation of accounts, as well as in-year monitoring of budget and forecasts, working with budget holders to re-balance overspends.

As Head of Finance, we'd also like you to be able to lead, motivate, enthuse, inform and develop people, both within the Finance team and within other departments.

#### **About Us**

Westminster Adult Education Service is the largest local authority adult education service in London and one of the largest nationally. We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community-based provision. We work to adapt the changing needs of our communities, resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

We are passionate about our aim to be an inclusive workplace for all that reflects the communities we serve, and we believe everyone is valued.

We particularly welcome applicants from underrepresented backgrounds, including BAME, LGBTQ+ and those with hidden or visible disabilities.



## **Benefits**

In return for your hard work and dedication, we can offer an array of employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous Professional Development. We also have nurseries on-site, and if we have space available, your childcare needs can also be flexibly taken care of (fees are payable).

We look forward to welcoming you to the WAES family!

Please quote ED/WAES/2005 in all correspondence for this role.

To apply please download the relevant Job Description and then complete the Application Form and EO Monitoring Form from our website [www.waes.ac.uk/vacancies](http://www.waes.ac.uk/vacancies)

Please ensure you address all the role and person criteria when completing your supporting statement.

When you have completed your application, please email it back to [recruitment@waes.ac.uk](mailto:recruitment@waes.ac.uk)

**This post may close early if suitable applicants apply before the closing date and are interviewed.**

CVs will not be accepted for this post.