



Finance Manager (Qualified Accountant) – Part Time

Job Description:

Rotherham Opportunities College – Rotherham

Salary: £18,863–£21,324 per annum (£44,014–£49,756 FTE)

Hours: 15 hours per week

Full-time equivalent: 35 hours per week

Contract: Part-time

Location: Rotherham

Working pattern: To be agreed with the successful candidate

About the Role

Rotherham Opportunities College is looking for an experienced qualified accountant to join us as our Finance Manager, working 15 hours per week.

This is a key role within the College, providing professional financial oversight, high-quality financial information and advice to the leadership team, and supervision and development of our Finance Officer, who has recently graduated with an accounting degree.

We are looking for someone who combines strong technical accounting knowledge with a practical and supportive approach. You will be comfortable taking professional responsibility for the College's finances while working closely with our Finance Officer, helping them to develop their practical accounting knowledge, skills and confidence.

This is an excellent opportunity for an experienced accountant looking for a meaningful and flexible part-time role where their expertise can have a real impact.

What You'll Be Doing

As Finance Manager, you will have oversight of the College's finance function and ensure that our financial management, reporting, systems and controls are robust and effective.

Your responsibilities will include:

- Overseeing the College's finance function and ensuring accurate and timely financial reporting
- Preparing annual budgets and regular financial forecasts
- Preparing and monitoring cash-flow forecasts
- Preparing and reviewing monthly management accounts and financial reports
- Supervising, supporting and developing the Finance Officer
- Reviewing the Finance Officer's work and providing appropriate guidance and professional support



Finance Manager (Qualified Accountant) – Part Time

- Mentoring the Finance Officer to develop their practical accounting knowledge, professional confidence and increasing independence
- Monitoring income and expenditure against agreed budgets and investigating significant variances
- Providing clear financial information, analysis and advice to the College leadership team
- Supporting strategic financial planning and the long-term financial sustainability of the College
- Maintaining and developing effective financial controls, procedures and systems
- Ensuring appropriate reconciliations, accounting records and audit trails are maintained
- Overseeing VAT accounting and returns, ensuring transactions are treated correctly and the College complies with relevant VAT requirements
- Providing advice and guidance on VAT treatment where required
- Coordinating and supporting the annual audit and year-end accounts process
- Preparing financial information, reconciliations and supporting documentation required for the audit
- Responding to audit queries and liaising effectively with external auditors and accountants
- Supporting the leadership team in implementing any recommendations arising from external audit or financial reviews
- Ensuring relevant statutory financial requirements and reporting deadlines are met
- Reviewing existing financial processes and identifying opportunities to improve efficiency, accuracy and financial control

About You

To be successful in this role, you will:

- Be a qualified accountant (ACA, ACCA, CIMA or equivalent)
- Have strong experience in both management and financial accounting
- Be confident taking professional responsibility for and overseeing a finance function
- Have experience of, or a strong aptitude for, supervising, mentoring and developing less-experienced finance colleagues
- Enjoy supporting an early-career finance professional to develop their knowledge and capability



Finance Manager (Qualified Accountant) – Part Time

- Be confident preparing and interpreting management accounts, budgets, forecasts and cash-flow information
- Have a strong understanding of financial controls, reconciliations and governance
- Have practical experience of VAT, including preparing or reviewing VAT returns and applying VAT rules accurately
- Have experience of supporting or coordinating year-end accounts and external audits, including preparing audit information and responding confidently to auditor queries
- Be able to communicate financial information clearly and effectively to colleagues without a finance background
- Have excellent attention to detail and high professional standards
- Be organised, dependable and capable of working independently
- Have strong IT skills, including Excel and accounting software

Experience within education, charities, not-for-profit organisations or publicly funded organisations would be particularly advantageous, including experience of VAT within these environments, but is not essential.

Why Join Rotherham Opportunities College?

This role offers:

- A genuinely part-time senior finance position of 15 hours per week
- A salary of £19,286–£21,429 per annum, depending on experience (£45,000–£50,000 FTE)
- Flexibility in agreeing the working pattern
- The opportunity to work closely with and provide financial advice to the College leadership team
- The opportunity to mentor and develop a graduate Finance Officer
- The opportunity to shape and strengthen the College's financial systems, controls and processes
- A varied role combining financial oversight, management accounting and professional leadership
- A friendly and supportive working environment
- The opportunity to use your professional expertise within an organisation making a positive difference to young people's lives



Finance Manager (Qualified Accountant) – Part Time

About Rotherham Opportunities College

Rotherham Opportunities College is committed to providing high-quality education and opportunities that enable our young people to develop their skills, independence and confidence and achieve positive outcomes for their futures.

We are looking for a Finance Manager who shares our values and wants to use their professional expertise to support the continued development and financial sustainability of the College.

How to Apply

Please apply with your CV and a brief covering letter outlining your suitability for the role to Charlene.carling@theroc.co.uk.

We would particularly like to hear about your experience of:

- Management and financial accounting
- VAT
- Year-end accounts and external audits
- Supervising, mentoring or developing finance colleagues

Closing date: 18th September 2026

Interview date: TBC

Rotherham Opportunities College is committed to safeguarding and promoting the welfare of young people and vulnerable adults. The successful applicant will be subject to appropriate pre-employment and safeguarding checks.

Rotherham Opportunities College is committed to equality, diversity and inclusion and welcomes applications from suitably qualified candidates from all backgrounds.