

SUCCESSFUL. DYNAMIC. DIVERSE.



Finance Director

Application Pack





Letter from the Principal

Thank you very much for your interest in the position of Finance Director at Woking College. We are looking for a dynamic, passionate and enthusiastic Finance Director to join us on our journey to continued success.

Woking College is a rapidly expanding, and highly successful, college serving the Borough of Woking and surrounding areas of Surrey. Our very successful strategic focus for many years has been to provide the very best quality of teaching and learning to the community of Woking, and its surrounding area, on an inclusive and non-selective basis, and we are fully committed to continuing this successful strategy which has resulted in a 64% growth in student numbers in the last 10 years.

Woking College is enjoying record results, record applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College has, through exceptional financial acumen continued to grow and thrive. The College has benefited hugely from an impressive transformation of its estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers which includes the establishment of a positive and supportive relationship between the other Surrey sixth form college finance directors.

If you join us you will be part of our passionate and committed executive management team, and with the support of an outstanding staff across all areas, we look forward to the continued evolution of the college. If you would like an informal chat about the post you can contact the current post-holder, Kathryn Mercer, on kme@woking.ac.uk or 01483 761036.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities

Background Information

Woking College is a successful, contemporary, and inclusive Sixth Form College which achieves outstanding results. We have 1,300 full-time 16-18 year old students and 300 part-time adult learners. Of our 16-18 year olds the majority follow A-level programmes from a wide range of subjects. Last year our pass rate was 99%.

We have consistently achieved Grades 3 and 4 in our ALPS analysis which puts us in the top 11-40% of Schools and Colleges for value-added performance. We also deliver very successful vocational courses. Progression to Higher Education is excellent. The College also has a thriving adult education programme for part-time learners who are speakers of languages other than English. Our Ofsted inspection in March 2016 graded all areas of provision good.

Students come to the College from over 60 schools, with approximately half from three local 11 to 16 schools. Transport links to the College are excellent, which attracts students from a wide geographical area. Over 25% of our students come from Black, Asian and Minority ethnic groups. Woking College has a strong sense of community in which all members are valued and we are especially proud of our achievements in supporting those students who have particular learning needs. We place great emphasis on our programme of enrichment courses which include an extensive range of music, performing arts, sport and language courses.

Despite the challenges of funding constraint (no increase in the national funding rate since 2013/2014) and increased costs such as pension and national insurance contributions, the College is in a strong financial position. For the last few years the financial health of the College has been graded outstanding and it is forecast to be outstanding for 2018/2019. The outcome of the Area Review was that Woking College should continue as a stand-alone sixth form college or convert to an academy trust. Woking College decided to convert to a single academy trust and converted on 1 September 2017.

Staff enjoy working at Woking College. It is a very friendly environment with regular staff social events and a free modern gym. There is free on site parking. The College site is modern and well-maintained. Over the past three years the College has been successful in gaining funding which has enabled the building of a new Sports Centre, a new Arts/Media block and a state-of-the-art Science block.

Woking College is committed to equal opportunities and is a lively and supportive environment in which to work. Please visit our website: www.woking.ac.uk



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The Candidate

You may be in a similar role in an academy, college, school or not for profit organisation looking for a more flexible job or a finance manager in a similar organisation looking for more responsibility. Applications are also welcome from candidates who are currently in industry or practice but who can demonstrate that they meet the requirements of the person specification.

The job is advertised as 0.8FTE term time only plus eight days. There is some flexibility around this and 0.8FTE could be spread over 5 days. The eight days is to cover additional work required during the production of the annual accounts and audit and cover required in the summer holidays.

The full time equivalent salary is c £50,000 depending on experience. This equates to c £36,000 for 0.8FTE term time only plus eight days. The post holder will be eligible to join the Local Government Pension Scheme (19.6% employer contributions).

The start date is 28 August 2018 with an earlier start date if you are available.

The Department

The Finance Director works in an open plan office alongside the rest of the department. The department consists of an AAT qualified Finance Manager who runs the day to day financial operations and administers the bursary, an AAT qualified Accounts Assistant who assists the Finance Manager and collects adult fees and a Payroll Administrator. All staff are part-time and term time only. Turnover in the department is low and the newest member of the team joined four years ago.

The College currently uses Sage 50 but is currently investigating upgrading to Sage 200 Education. Management accounts, budgeting and statutory accounts are produced using Excel. Payroll is outsourced to Surrey County Council and cleaning and catering are also outsourced. The MIS system used for funding claims is REMS from Civica. Simply Personnel is used for HR but this is maintained outside the department.

Training and Development

There will be an induction period with the existing post holder.

Woking is one of 8 sixth form colleges who work closely together in the S7 Consortium of Sixth Form Colleges in Surrey and Sussex. There is a very supportive S7 Finance Directors' network and S7 personnel/payroll network. The College belongs to the Sixth Form Colleges Association which offers training and support to sixth form colleges. The College is committed to staff development and staff attending courses to meet their training needs.



Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Completed applications should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk Please note that CVs are not acceptable.

If you have any queries regarding the role or your application, please contact Kirsty on 01483 227438 (direct), or via the College Reception on 01483 761036.

Closing date: 9am Thursday 1 March 2018

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately for those candidates. Please note that it is not always possible to inform candidates who have not been short-listed due to time constraints.

Interviews: Stage 1 to be held on Wednesday 14 March 2018. Stage 2 (for candidates successful at Stage 1) will be held on Thursday 15 March 2018

Shortlisted candidates will be invited to the interview process, comprising of the following:

Stage 1:

- a guided tour of the College
- interview with teachers and college managers
- informal meet with department members and other support staff
- interview with the Principal and senior member of staff

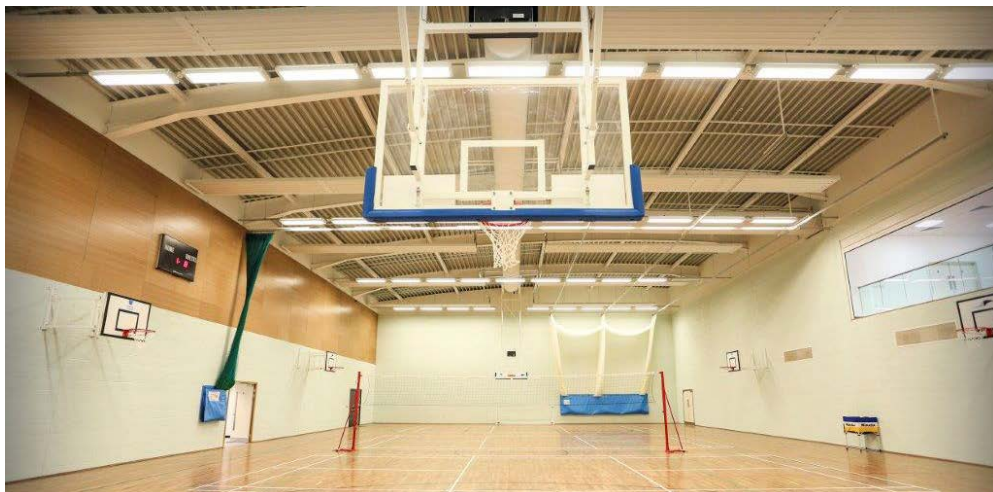
Stage 2:

- Presentation (topic given after Stage 1)
- Interview with Principal, Executive Team and Trustees

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The College encourages all candidates to be familiar with Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2016 and the College's Safeguarding and Child Protection Policy. Both documents can be accessed using the following links:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- <http://www.woking.ac.uk/about/policies/>



Job Description

Post Title: Finance Director
Responsible to: Principal
Responsible for: Finance Manager, Payroll Administrator, Finance Assistant and Receptionist

Liaison with:

- Executive Team, Senior Leadership Team, Heads of Departments, Estates and Facilities Manager, College Registrar, other cross-College services and external organisations as appropriate

Job Purpose:

- To act as Chief Financial Officer of the College (Academy Trust)
- To be accountable for the strategic leadership and effective planning, monitoring and control of the College's finances and to ensure compliance with legislative requirements.
- To be a proactive member of the Executive Team and to contribute to the formulation, implementation, monitoring and evaluation of corporate policies.
- To assist the Principal with managing human resources, funding claims and facilities and estates.

Main duties and responsibilities:

1. Prepare strategic financial plans and budgets to secure and maintain solvency of the College and also to ensure statutory requirements are met. Prepare monthly management accounts and present the accounts to trustees and the College Principal / Executive
2. Prepare relevant regulatory and statutory accounting returns in an accurate and timely manner, including year-end financial statements. Ensure taxation requirements are met. Prepare year end audit files.
3. Manage the College's day to day financial operations ensuring systems are robust, efficient and effective and there is a good system of internal controls. Ensure the college adheres to the Academies Financial Handbook and value for money is obtained.
4. Monitor, supervise and appraise the performance and workload of your staff and provide appropriate guidance and support.
5. Provide financial information and costings when required, for example High Needs Students costs.
6. Proactively manage the income and expenditure of the College advising the Principal and Trustee Board on income shortfalls and overspends on expenditure.
7. Provide advice, support and training to staff.
8. Liaise with external agencies including auditors and funding bodies.
9. Contribute to estates, HR and MIS (funding) management.
10. Assist in the identification of new grant and capital-raising opportunities, especially the Condition Improvement Fund, and the viability of these opportunities.
11. To conduct all responsibilities and duties with the purpose of maintaining the College's mission, especially with the highest quality of learning and teaching in mind.

12. Attend Trustee Board meetings and committees and represent the College at external events as required.
13. Actively promote College's Equality and Diversity Policy and act in accordance with the Equality & Diversity policies.
14. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
15. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
16. To take part in the training programmes provided by the College and agree to the process of professional reviews.
17. The particular duties of the post may vary from time to time without changing the general character of the duties and level of responsibility entailed. Moreover, the post holder is liable to undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

It is essential that in your written application you give evidence and examples of proven experience for each of the Essential criteria listed below. These examples can be from paid employment or voluntary work.

Essential:

- ACCA/ACA/ACMA/CIPFA qualified Accountant or equivalent
- Excellent skills in financial management
- Able to prepare financial accounts that meet statutory requirements
- Vision, creativity and a positive attitude to lead and motivate staff
- Able to operate at a strategic level and also able to adopt a flexible and "hands-on" approach
- High level interpersonal skills and the ability to work as a member of a team
- Excellent communication skills and ability to communicate with staff and trustees, who may have little specialist knowledge of financial matters
- Experience of liaising with auditors, external agencies and advisers
- Experience of dealing with diverse stakeholders and user groups
- Able to work under pressure in a constantly changing environment
- A commitment to the College's values, with a particular focus on ensuring the best possible resources are available for learning and teaching across the College
- Able to enjoy working in an environment with 16-18 year olds and being part of the College community

Desirable:

- Experience in Estates and/or HR Management
- Experience of working in the public/not for profit sector
- A working knowledge of post-16 funding and academies financial regulations