THE TRAFFORD COLLEGE GROUP

**Job Description**

**JOB TITLE:** Head of Finance

**REPORTS TO:** Director of Finance and Strategy

**RESPONSIBLE FOR:** Finance Directorate

**AREA:** Finance

**SALARY:**  £60,000 pa

**Our Vision**

‘A Dynamic College that Inspires People’

That all our learners will secure employment and progress in their careers as a result of the knowledge, skills and the work ethic they have developed at the college. Businesses will recognise Trafford College Group as the leading provider of the workforce, meeting the needs of the Greater Manchester skills priorities and supporting the economic growth of the region.

**Our Values**

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Show respect for all those that we meet on our journey through life.

Collaborate and Teamwork - Collaborate through effective supportive teamwork.

Professional - Demonstrate a professional attitude at all times.

**JOB PURPOSE:**

To support the development and implementation of the College’s financial and business development strategies.

To ensure the overall financial management and reporting for the Trafford College Group.

To actively contribute towards the financial planning and growth of the Group.

To participate as a member of the College Leadership Team and contribute to the overall management and development of the College.

**KEY ACCOUNTABILITIES:**

1. Effective management control of all capital and revenue budgets, reporting and recommending interventions where appropriate.
2. Ensuring compliance with all internal and external finance and funding regulations, accounting standards and external audit compliance, including but not limited to, those set by the EFSA, Transaction Unit, banks and GMCA.
3. Delivery of an agreed set of financial KPIs as determined through corporate and business planning processes.

**KEY AREAS OF RESPONSIBILITY:**

1. Responsible for undertaking the necessary activities to ensure the financial stability of the College, providing advice and support to the Leadership team on financial matters.
2. Safeguard the achievement of financial performance targets by analysing current and future impact of strategic decisions, risks and opportunities on financial targets and KPI established by 3rd parties (e.g. Banks, Local Authority, ESFA).
3. Oversee 3rd party relationship through the effective and efficient execution of performance /output criteria (e.g. Delivery of monthly and quarterly performance reports to bankers and the ESFA TU).
4. To ensure relevant reports are provided to the Leadership Team on a timely basis.
5. To advise the Leadership Team on all financial matters to ensure the efficient and effective use of the financial resources and that expenditure on funds provided by Funding Agencies complies with their requirements.
6. To ensure the effective monitoring of financial objectives and targets and taking corrective action as required
7. Continually review the planning, budgeting and forecasting process ensuring assumptions and strategic decisions are correctly interpreted and applied to reforecasts.
8. Supported by the FP&A Manager develop and continually review the annual planning and budgeting process and ensure re-forecasting accurately reflects the impact of strategic decisions and planning assumptions.
9. Effectively monitor departmental budget performance, reporting to the Strategic Director of Finance Leadership team on a monthly basis.
10. Lead on the delivery of agreed finance procedures and processes as well as developing a programme of financial awareness and literacy amongst those with financial and decision-making responsibilities.
11. To be responsible for the production of Management Accounts and present financial monitoring information to the Leadership Team.
12. Responsibility for monitoring and controlling cash flow and the day to day management of the Corporation’s liquid assets within the framework of the treasury management policy.
13. To be responsible for preparation and delivery of the consolidated statutory financial statements for the Corporation and the associated regulatory disclsoures (e.g. VFM Statement, Annual Return).
14. To ensure that management information is completed to the timescales required within the financial regulations.
15. To provide financial information to the Leadership Team to support future capital projects and ensure appropriate expenditure monitoring and financial returns are completed.
16. To lead on the financial management of contracts for the delivery of external services and all tendering exercises.
17. To lead on insurance management arrangements for the College.
18. Ensure compliance with the GDPR legislation
19. To provide effective leadership, management and support to the Finance function.
20. Work effectively with all departments across the Group
21. Ensure the effective updating of CFADs to ensure the accurate reporting on financial reporting and forecasting.

**Management and Leadership of People**

1. Promote the Group values through your personal leadership style and behaviours.
2. Lead transformational change throughout the Group in order to deliver high quality learner outcomes
3. Successfully motivate and coach staff to achieve, improve and develop to their full potential, in order to improve learner and organisational outcomes.
4. Carry out high quality appraisals ensuring appropriate objectives are set, training needs are identified, effective feedback is given and underperformance is addressed.
5. Successfully recruit, induct and carry out probation processes so that new staff feel welcomed into the Group.
6. To ensure that effective communication takes place across the curriculum area, good practice is shared, problems are raised and solutions identified.
7. Successfully lead and coach your managers to ensure that the departments are well led, managed and successful at delivering agreed outcomes.
8. To be involved in the employee disciplinary process as required.
9. To act as a duty manager and participate in a duty rota.
10. Any other duties that your line manager may instruct you to carry out in line with the role

**Physical/Financial/Resources**

1. Successfully manage budgets in order to deliver projects and outcomes within agreed budgets. Successfully deliver income targets and ensure that Trafford College Group activities maximise cost efficiency and income.
2. To successfully use resources e.g. room allocation and utilisation to ensure the building resource is used to maximum effect.
3. To work with Heads of Studies to contribute to financial planning in the context of staff, accommodation utilisation and resources.

**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. To ensure effective strategies are in place to narrow any recruitment and achievement gaps between different groups of learners accessing Apprenticeship provision.
3. Ensuring the promotion of equality and diversity within work placements and with partners, and that any issues are addressed appropriately and promptly.
4. Ensuring that delivery and resources are in place to meet the diverse range of learners.
5. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group, and attend any mandatory training and keep up to date with all literature
2. Ensure that all your staff attend mandatory training.
3. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
4. Promote the Prevent Agenda and comply with the Group’s policies and procedures.
5. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
6. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification –** Head of Finance

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| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** | | |
| Be **bold** in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential | ✓ |  |
| Be **ambitious** for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do. | ✓ |  |
| Show **respect** for all those that we meet on our journey through life | ✓ |  |
| **Collaborate** through effective and supportive **teamwork** | ✓ |  |
| Demonstrate a **professional** attitude at all times | ✓ |  |
| **Qualifications** | | |
| A degree and/or professional accountancy qualification and equivalent learning through professional experience | ✓ |  |
| Membership of a relevant professional body | ✓ |  |
| A recognised management qualification |  | ✓ |
| **Relevant Experience** | | |
| Relevant managerial and professional experience in a related area at a senior level | ✓ |  |
| A successful record of working within a change environment | ✓ |  |
| A comprehensive knowledge or practical experience of relevant legislation and regulations | ✓ |  |
| Ability to demonstrate a business focus and commercial mindset to managing public sector finance function | ✓ |  |
| A proven ability to successfully manage resources effectively | ✓ |  |
| Ability to win support for new idea and concepts through effective negotiation and advocacy skills | ✓ |  |
| Ability to operate at both a strategic and operational level when required | ✓ |  |
| An innovative leader with a vision for strategic financial leadership and management | ✓ |  |
| A team player with excellent communications skills and robust and focused approach to the delivery of key strategic objectives. | ✓ |  |
| Highly motivated and inspiring leader able to actively engage | ✓ |  |
| Ability to plan and organise a range of complex activities some which will require the formulation and adjustment of plans or strategies | ✓ |  |
| Ability to establish creditability and effective working partnerships quickly | ✓ |  |
| Self-starter & starter-finisher mentality and high degree of emotional intelligence | ✓ |  |
| A mature and balances approach to the assessment and management of risk | ✓ |  |
| Ability to translate strategy objectives into meaningful language and practical actions | ✓ |  |
| High integrity and openness combined with commitment to strong governance. | ✓ |  |