



**Hills Road
Sixth Form College**
Cambridge

www.hillsroad.ac.uk



Opportunity, Quality, Achievement

Job Description for Senior Post-holder (other than the Principal) Assistant Principal (Finance and Operations)

Purpose: To be responsible for the strategic management and leadership of Estates, Finance, Human Resources, IT, Adult Education, the Sports and Tennis Centre and Safeguarding and in this respect to take the lead in the development of appropriate policies and procedures and to advise on strategies for their implementation

Reports to: The Principal

Main Accountabilities: Finance

- to advise the College Strategy Team and Governing Body on the development of the College's financial strategy to realise the College's educational objectives while ensuring short and long term financial viability
- to ensure robust and appropriate systems of internal financial control and that public money is used appropriately, efficiently and effectively, and in compliance with funding body regulations
- to ensure that the College complies with approved financial and accounting policies including the Statement of Recommended Practice: Accounting for Further and Higher Education and the College Accounts Direction
- to maintain and develop effective procedures for the preparation of the College's annual budgets, associated cash flow forecasts and rolling financial forecasts and to oversee the production of the annual budget and three year financial forecast
- to ensure accurate and timely preparation of management information on a monthly and ad-hoc basis, to enable monitoring of financial performance
- to ensure and oversee the accurate and timely preparation of the statutory Annual Report and Financial Statements
- to manage College debt and investments and to lead on the arrangement of loan facilities for significant estates developments as appropriate
- to ensure that income generation from the Sports Centre, Adult Education and the letting of premises is maintained and developed and to source other funding and income opportunities including grants to support significant estates developments

Estates

- to take responsibility for the development of the College's Estates Strategy to realise the College's educational objectives
- to ensure that the maintenance of the College's Estate is monitored and that the Planned Maintenance Programme is implemented and updated on a regular basis and that the Estate and facilities are safe and well maintained in a cost effective and sustainable manner and in compliance with statutory obligations
- to oversee the operation of Health and Safety Procedures in liaison with the Director of Business and Finance and the Estates Manager
- to appraise options and manage significant estates developments (projects over £1million) working closely with professional advisors to ensure the delivery of projects on time and within budget
- to be responsible for the procurement process to select and appoint design teams and contractors for significant estates developments

Human Resources (HR)

- to foster an ethos that values the contribution of all staff and considers and promotes their wellbeing
- to take the lead in the College's HR strategy, ensuring that the College has effective HR policies and procedures in place to provide an effective service, which comply with statutory obligations and reflect best practice, and to bring to the attention of the College Strategy Team and the Corporation significant matters which could affect the College
- to be responsible for and oversee contractual and employment issues relating to staff
- to ensure the delivery of effective recruitment, induction, appraisal and professional development for staff
- to support staff in the interpretation of contractual, employment and recruitment policy and to advise and assist as appropriate
- to provide leadership in respect of capability, disciplinary and grievance issues and to chair or be a member of panels which hear such matters
- to oversee the management of payroll and pensions ensuring accurate and timely payment of staff in compliance with statutory obligations, and returns to the Teachers' Pension Agency and the Local Government Pension Scheme
- to be a member of the Job Evaluation Team and to advise on outcomes

IT

- to oversee the strategy and security of the IT architecture and systems to support the functioning of the College

Adult Education

- to oversee the management and development of Adult Education in order to meet the needs of its stakeholders and reach financial targets

Sports Centre

- to oversee the management and development of the Sports Centre in order to meet the needs of its stakeholders and reach financial targets

Legal and Compliance Safeguarding

- to take the lead in the co-ordination of the College's safeguarding strategy ensuring compliance with statutory obligations and liaising with relevant staff as appropriate
- to ensure that policies and procedures are reviewed annually and are consistent with the College's statutory obligations
- to ensure that designated staff and all other staff receive regular safeguarding training and updates in accordance with statutory requirements
- to ensure that the College maintains an accurate and up to date Single Central Record which complies with statutory obligations
- to produce the annual safeguarding report liaising with the Designated Safeguarding Lead and the Human Resources Manager
- to oversee Trips and Visits and First Aid arrangements

Audit and Risk

- to plan and implement the periodic review of Internal Auditors (normally every 3 to 5 years) and to oversee the periodic review of Financial Statements Auditors
- to manage the process of Internal Audit with the College Auditors, the Clerk to the Corporation and College staff as appropriate, to co-ordinate management responses to their reports and ensure timely follow up of accepted recommendations

- to take the lead in the co-ordination and production of the termly review of the College's Risk Register and Board Assurance Framework
- to be the main contact with the College's lawyers

Data Protection

- to take the lead on Data Protection to ensure compliance with statutory obligations
- to ensure that staff receive regular Data Protection training every three years

Other duties

- to act as Clerk to the Corporation in the absence of the Clerk
- to ensure clear and effective lines of communication throughout the College
- to ensure robust and rigorous self-assessment of all aspects of resources together with associated improvement and development plans
- to ensure effective leadership of the work of relevant groups relating to resources
- to take the lead, in the post-holder's areas of specific responsibility, for the termly review of the College's risk register
- to manage delegated budgets as appropriate
- to lead on the planning and appointment of staff in relevant areas

Line Management

- to take day-to-day responsibility for the management and appraisal of the work of the:
 - Director of Business and Finance
 - Director of Digital Strategy
 - Human Resources Manager
 - PA to the Assistant Principals and Clerk to the Corporation