



**WILBERFORCE**  
sixth form college

## Appointment of the Director of Finance



Sixth Form Colleges  
Association





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## Welcome from David Cooper, Principal

Dear Enquirer

Thank you for your interest in the post of Director of Finance.

I believe that this post represents an opportunity to join a very successful College, and to take on a major leadership role at a time of great challenge.

More details are provided in the attached pack. However, I will try to give a flavour of the College, and for what the post will involve, in this letter.

Wilberforce Sixth Form College serves an inner city community, with relatively low levels of achievement at 16. East Hull is an area of economic disadvantage relative to regional benchmarks. Despite the circumstance, the College does well. Student outcomes are excellent and they progress on to a wide range of exciting and aspirational jobs and Higher education courses. The College has a diverse curriculum, with very significant vocational provision.

The College has invested heavily in facilities over the last ten years, and the learning environment is very good. The College is financially strong, graded 'Outstanding' for financial health in 2017-18, and continues to invest in evermore improved resources for students.

The College is a lively and exciting environment in which to work. Our students generate a very positive atmosphere in the College, and staff commitment and enthusiasm is high.

The senior management team is friendly and supportive. I believe that we enjoy an excellent team approach, but that we benefit from the variety of experience and background that we bring.

The post will demand energy and resilience. Good humour and a genuine commitment to team working are essential, and the ability to tackle complex problems and respond quickly are vital. As a member of the leadership team, you will contribute to determining policy and action across a broad range of the college's operations, and have a significant voice in developing our strategic response to challenges and opportunities.

I hope that the attached details will encourage you to apply. To help you decide, we can offer you the opportunity to find out more about the post through a telephone conversation and/or a visit. You can do this by contacting our Human Resources Manager Laura Tindall by phone 01482 711688 or by email [lat@wilberforce.ac.uk](mailto:lat@wilberforce.ac.uk).

Yours sincerely

David Cooper  
Principal



## About Wilberforce Sixth Form College

### History

Wilberforce Sixth Form College was established in 1988 by the City of Hull Education Authority as part of a city wide reorganisation. It was set the target of raising post-sixteen participation across the city to some 700 students, but enrolments now stand at around 1350 students. The College recruits the majority of its students from the neighbouring community of East Hull, but also draws from across the city and East Riding of Yorkshire. As part of the 1988 reorganisation Wyke Sixth Form College was also established in the west of Hull, and the two colleges work closely together to ensure a strong offer to students.

The College was incorporated in 1992 but has always maintained excellent relationships with the Local Authority and schools, most of which are now Academies, three with Sixth Forms. Post-16 provision is also provided by Hull College (GFE) and the Ron Dearing UTC. The Wilberforce Principal is an active member of the Hull Secondary Heads Group and the College continues to provide a Year 10 taster day programme.

The estate's origins long pre-date the foundation of the College, being established upon the site of an Iron Age settlement of national importance, and archaeology is a consideration in any development work.

### Context

Wilberforce Sixth Form College is one of two Sixth Form Colleges in Hull, and works in a close federal partnership with the three other Sixth Form Colleges of the Humber (Wyke, Franklin and John Leggott Sixth Form Colleges). Wilberforce College's main activity is day time provision for 16-18 year olds. The curriculum aims to be comprehensive in its nature, offering students the flexibility to choose a blend of routes and qualification types. Courses are run at all levels from foundation to advanced. Advanced level work (A Level and National Diploma) is around 70% of our provision, and Maths and English courses at Levels One and Two are a significant part of the College's work.

Student outcomes are high and have improved in each of the last four years. Applied General and Technical course outcomes are a particular strength with 70% high grades and Alps 2 for 2016-17. Level Two Certificate outcomes are well above national average, and both GCSE Maths and English have positive progress. The College serves an area of high disadvantage with 54% of students coming from band one IMD postcodes, and 69% bands one to three. This means that a high level of student support is a distinguishing feature of our provision, with the consequence that outcomes for this cohort are consistent with the high level of performance of all students in the college. Indeed the Ofsted data dashboard for 2016 identified four 'key strengths' specifically with regard to disadvantage (and no weaknesses).



The College's commitment to inclusion is long standing and shared at all levels of the organisation. The College's 'Core Values' statement has remained at the heart of our practice for almost fifteen years. Within the staff there is a healthy culture of mutual and supportive self-improvement with regard to professional practice, and everyone is focussed upon the best interests of the students. The Senior Management Team and governors have played a key role in moving the College forward in recent years, but the achievement is very much a reflection of the endeavours of the whole college community.

The College is in very good financial health with cash reserves of almost £2million. Despite funding pressures and falling Year 11 numbers, the College's funding agency assessment has been consistently 'good' and in 2017-18 has been assessed as 'outstanding' by the ESFA. Moreover, Year 11 numbers in Hull are set to rise sharply over the next decade, and particularly in the next few years.

The College occupies a pleasant campus on the eastern edge of the city. The College is constantly developing. For the last ten years there has been an extensive programme of building. New teaching accommodation has been provided for our Humanities, Film & Media, Social Sciences, Health & Caring, Music and PE departments. In addition to this we have completed major refurbishment to the existing buildings and facilities including the creation of Music Technology Suite, two Engineering workshops, a Hair and Beauty salon, and the refurbishment of the Science facilities to current industry specifications. The College is equipped to a high standard of resource throughout. The College works in close partnership with the University of Hull and other partners to ensure that students have clear and aspirational progression routes.

Although our primary focus is to serve students from secondary schools in the City of Hull our location means that we also attract students from the surrounding Holderness towns and villages. The City of Hull and surrounding region is experiencing rapid and exciting change which has the potential to transform opportunities for young people. The Humber is becoming the UK centre for offshore wind farm technology, and incoming investment of £160m from Siemens alone is planned for Hull. The College has developed its curriculum to ensure that our students are able to take advantage of the opportunities that emerge, and this ensures that employability skills and experiences are a priority. Hull is currently the UK City of Culture for 2017 and the College is at the forefront of a wide ranging programme of cultural events.



## Mission Statement

Wilberforce College's mission is to be an outstanding college. We will work with our students and the community to raise aspirations, and enable all students to fulfil their potential.

The College's Core Values were agreed by staff almost fifteen years ago, and have remained largely unchanged. They are fundamental to the College's ethos.

### Core Values

- We conduct ourselves with integrity and respect for all.
- We make students' experience central.
- We value individuals and promote self-esteem.
- We work as a team.
- We encourage innovation, creativity and enjoyment.
- We aim for excellence in everything we do.



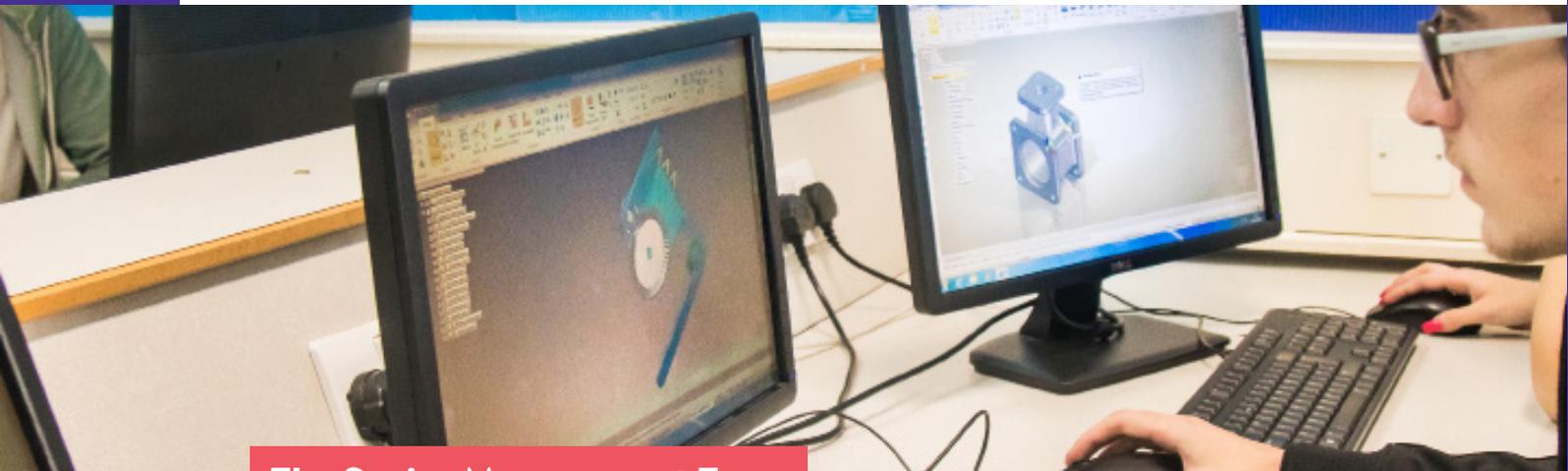
## The Venn4 Federation

The Venn4 Federation came together through the Area Review process, but was already under discussion prior to this. Indeed it builds on a history of shared practice that goes back to the early 1990's. The Federation vision is of a partnership of colleges sharing a common ethos, providing outstanding learning opportunities and outcomes to young people across the region that meet the need for advanced skills and higher level qualifications, for employers and the developing local economy.

The four sixth form colleges will pursue a federal structure, within which they will improve the quality of provision for post-16 learning and skills across the sub-region, working with schools and academies, with employers, and with HEIs to ensure sustainable progression pathways leading to higher level qualifications and training that meet the economic needs of the Humber, and secure improved life chances for young people and their families. This will be achieved as incorporated sixth form colleges within a federal structure. The Federation will be a formal, legal, arrangement and not merely an informal group. It is planned to create a company, limited by guarantee, although other structures are being considered. This will enable the Federation to hold funds, own assets, enter into contracts and employ staff if necessary.

Given the diversity of activity within the four members of the Federation, both collectively and individually, and the range of quality improvement and other work we seek to achieve, we believe that this can best be achieved and sustained as incorporated further education providers. No member college is this time pursuing the option of converting to academy status, as it would serve no useful purpose. Whilst there are no plans for merger in the short to medium term, this option has not been discounted by the four colleges. Federal working will allow scale economies (including shared services) which will secure the financial position of college members, and this in turn will allow a strong and sustained focus on quality improvements, impacting on college quality and school and academy improvement.

The four sixth form colleges have a long history of effective collaborative working, going back many years and significantly pre-dates the ABR. There is mutual trust and support between the four leadership teams, recent experience of successful collaboration at Governor level, and mutually supportive working between curriculum and student support teams. The four colleges share a core curriculum model, with key individual variances which support local need and aspirations. The ability to meet key elements of local economic need (as expressed by the Humber LEP, Greater Lincolnshire LEP, local authorities and employers) by individual sixth form colleges will be significantly enhanced by collaborative working and shared services and expertise. The Federation fulfils a unique role within the sub-region in terms of the development of high quality progression pathways, having extensive and highly effective partnerships with regional higher education partners, and working closely with schools and academies at both the secondary and primary phase (supporting school/academy improvement, and developing effective CIAG).



## The Senior Management Team

The structure diagram below sets out the key responsibilities of the members of the Senior Management Team. Whilst each individual has lead areas for which they are accountable, the team ethos is one of collaboration and we support each other in ensuring the best possible experience for students. The Chair of Corporation is the Principal's line manager. The Principal in turn is the line manager of the Senior Team (all of whom are Senior Postholders), and the Principal also line manages the Director of Finance, HR Manager and Executive Assistant.

Curriculum Management is led by the Vice Principal, through four Curriculum Directors. Each Curriculum Director is a department head in their own right, but also line manages two/three Heads of Department, making up their Directorate. Their wider role is to quality assure and to constantly seek to improve the College's provision for students.

Principal			
Promotion of the College	Governance	Chief Accounting Officer	Audit
Partnership Development	Self Assessment	Inspection	Human Resources

Vice Principal	Assistant Principal	Assistant Principal
Quality of Outcomes Curriculum Management and Development Staff Performance and Accountability Quality Assurance and Improvement Ofsted Nominee Cross-College English and Maths Initial Assessment Teacher Deployment	Marketing and Liaison Employer Engagement Student Services and Safeguarding Study Support Library Services Tutorial, Careers and Progression (including Inspire) Student Council Equality & Diversity	Quality of Teaching, Learning and Assessment E-Learning Student Voice Funding and MIS Timetable Examinations



## About the Post of Director of Finance

Wilberforce Sixth Form College is seeking to appoint a Director of Finance to manage the College's finance and budgets, and to work with the Senior Management Team to develop the College's income generation strategy. The Director of Finance will lead all operational financial matters, and will manage an experienced finance team. Financial management is a key strength of the College. We have good reserves and a well maintained estate. The Education and Skills Funding Agency rated the College's financial health for 2017-18 as 'outstanding'.

The Director will report directly to the Principal, and to the Finance and Audit committees of the governors as required. It is a post that will suit an analytical person with a strong track record of overseeing and managing finance and budgets. The role will include budget preparation, review of monthly management accounts and supporting budget holders within the College. The Director will liaise with external funding agencies, primarily the ESFA, and will manage the College's relationship with HMRC, banks and external audit service. The College is considering ways in which it can generate income from its operations and estates. We would welcome applicants with the entrepreneurial capacity to develop the College's business strategy. There is also the opportunity to manage the College's estates provision for a candidate with suitable experience.

Sound financial management underpins all of the College's operations, ensuring that the resources are available to deliver the courses and secure excellent outcomes for the young people that the college serves. This is an exciting opportunity to join a successful Sixth Form College with a strong track record of financial management, and to play a key role in its strategic development.



## Job Description: Director of Finance

### Job Purpose

To be responsible for the financial management, reporting and planning which enables the college to secure its educational aims and objectives through the effective and efficient management of its financial resources.

### Reporting to Principal and Senior Staff

### Main Tasks

1. To have day-to-day responsibility for the Finance function of the College. This will include:
  - a) maintaining accurate and effective systems for recording and processing financial transactions (including general ledger maintenance).
  - b) monitoring financial performance and issuing regular reports and guidance as required to senior managers and other appropriate staff.
  - c) management of month end procedures and reconciliations.
  - d) maintaining an accurate and effective fixed asset register.
  - e) preparing well informed financial forecasts and supporting analysis to support the College Executive and Governors in determining the educational strategy of the college.
2. To regularly prepare the College Management Accounts and present them to the College Governors and College Executive with all necessary accompanying notes.
3. To ensure that the College Governors and College Executive are fully informed of the current and projected financial position of the College.
4. To annually set and monitor parameters for budget holders and College spending.
5. To ensure that proper systems of financial control are in place and that financial procedures are followed by all staff.
6. To prepare annual statutory accounts.
7. To manage the College's relationships with its External Auditors, banks, funding agency and HMRC.
8. To present reports as required to the College Governors.
9. To seek additional funding for the College through grants, additional funding streams and income generating activity.

10. To lead initiatives to secure value for money in College purchasing.
11. To work with payroll and staffing budgets.
12. To lead financial aspects of project management concerning major projects.
13. To represent the college at external meetings which relate directly to the finance function.
14. To contribute to the College Estates Strategy and lead on the planning, evaluation and implementation of estates development.
15. 15. To undertake the self-assessment of your areas management responsibility, including developing and implementing clear priorities for improvement.
16. To undertake staff development as appropriate.
17. Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



## Person Specification: Director of Finance

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A professional accountancy qualification (eg ACCA, ACA, CIPFA)</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree (or equivalent) level</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Good IT skills including using a finance package and Microsoft Excel</li> <li>• Ability to write and present reports relating to management accounts</li> <li>• A working knowledge of public sector financial responsibilities</li> <li>• Extensive experience of budgetary and financial management</li> <li>• Experience of a range of report writing and presentations</li> </ul>	<ul style="list-style-type: none"> <li>• A wide experience of accounting software and its abilities</li> <li>• Experience of working with public sector accounts</li> <li>• Resource and 'value for money' work</li> <li>• Project management</li> <li>• Experience of bidding for funding and/or income generating activity.</li> </ul>
Personal Qualities and Abilities	<ul style="list-style-type: none"> <li>• Good communication skills and the ability to relate to a wide variety of budget managers</li> <li>• Ability to lead teams and work with others</li> <li>• An empathy with the aims of post-16 education</li> <li>• Capacity to produce high level reports and analysis, with accuracy and detail with clarity of explanation</li> <li>• Analytical ability and a logical approach</li> <li>• Excellent organisational skills with the meeting of deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead teams to high levels of achievement</li> <li>• An understanding of the issues and challenges facing post-16 education</li> <li>• Ability to present and engage with staff, governors, students and other stakeholders</li> </ul>



## How to Apply

The post of Director of Finance is remunerated on the Sixth Form College Leadership spine at a range of £44,271 to £55,695 (points L0 - L10), and the starting point of the successful candidate will be determined by experience. Progression on this spine is determined by performance in post.

The annual leave entitlement is 26 working days plus public holidays and an efficiency closure over the Christmas period. You will be eligible to join the Local Government Pension scheme.

The commencement date for the post will be determined by the availability of the successful candidate.

Please complete all sections of the College's application form. Please do not send a separate curriculum vitae. You should provide a supporting statement on the form which outlines how your career and achievements to date have prepared you for the challenges of this senior post.

Your application should be returned to the College, addressed to the HR Department and marked 'Director of Finance Application'. It can be sent by post to the college address, or by email to [personnel@wilberforce.ac.uk](mailto:personnel@wilberforce.ac.uk).

The closing date for applications is 12 noon on Monday 19th February 2018. It is hoped to interview candidates in the week commencing 26th February 2018.