

TITLE: Group Director - Finance

GRADE: Spot

RESPONSIBLE TO: Deputy Chief Executive Officer

RESPONSIBLE FOR: Cross Group Finance Team

PURPOSE OF JOB (nb where reference is made to “the College” this means the college and its subsidiary companies – the group – unless explicitly stated otherwise):

- To lead the finance function across the College and provide an effective and efficient finance service to the College, including:
 - Financial and management accounting for the College and its subsidiary companies
 - Purchasing
 - Payments to suppliers
 - Payroll
 - Income collection
 - Cash flow management
 - Banking arrangements and treasury management
 - Compliance with Financial Regulations and Financial Procedures
 - Compliance with relevant legislation, other regulations and contractual obligations
- To lead in maintaining and monitoring the College’s internal control systems, including ensuring that all expenditure is properly authorised. To advise the Senior Management Team (SMT) and governors on proposed changes to Financial Regulations.
- To keep the Financial Procedures up to date as necessary.
- To ensure the College is able to effectively share best practice in financial processes across the Group
- Develop and implement a college finance strategy and ensure its implementation across the College

MAIN TASKS AND RESPONSIBILITIES:

- To develop the College's finance strategies for approval by the Senior Management Team. To manage the implementation of these strategies across the College.
- To lead in financial forecasting, financial control and budget monitoring, including the production of the group management accounts on a monthly basis.
- To develop and maintain systems for managing projects, both revenue and capital, so that income and related costs are properly attributed.
- To prepare reports for governors on financial performance, budgets, audit issues and other related financial matters.
- To develop the College's financial systems.
- To lead on the production of the annual accounts for the College and its subsidiary companies, ensuring that they comply with accounting and other reporting standards.
- To ensure that the College receives all the income to which it is entitled.
- To work the [group director of MIS] and curriculum management to set a fee policy annually.
- To be the main contact for the College's internal and financial statement auditors, and to liaise with the appointed funding auditors on strategic issues.
- To ensure the College has suitable banking arrangements and to liaise with the College's banks.
- To manage the College's cashflow, arranging lending and borrowing in accordance with delegated authority.
- To lead on all taxation matters, including Value Added Tax.
- To lead on the arrangement of the College's insurance.
- To report to SMT Colleagues on financial matters.
- To promote a positive culture of working together.
- To support staff across the College who have financial or budgetary responsibility so that they understand their role and the financial position for their departments.
- To support the development of the College's strategic plan, annual operating objectives and key performance indicators.
- To show effective leadership and co-ordination for cross-College financial developments.

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- To be responsible for the production of the Group level College Finance Self-Assessment Report, Quality Improvement Plan and any action plans which are required.

Managing people:

- To develop effective support teams that make efficient use of the range of skills and capabilities of staff.
- To manage the performance of staff effectively, ensuring that all staff have professional development reviews and probationary reviews with targets and measurable outcomes. Where appropriate, to ensure performance improvement plans are in place.
- To communicate regularly with staff at all levels in the College and in particular those with financial or budgetary responsibilities, developing a dialogue on the aims and progress of the College as well as operational and individual matters.

In common with all other staff

- To support the College's mission, vision, values and strategic objectives.
- To implement the College's equality and diversity policies and to work actively to overcome discrimination on grounds of the following protected characteristic: age, disability, ethnicity, gender reassignment, religion and/or belief, pregnancy and maternity, marital status or civil partnerships, sex and sexual orientation.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's human resources, safeguarding and health and safety policies and practices.
- To work with the Group Principal and designated senior managers to ensure the quality of all College programmes and services and to ensure that effective procedures exist and are implemented to monitor and evaluate quality against agreed standards.
- To carry out such other duties as may reasonably be requested by the Deputy CEO.

Person Specification

- A recognised accountancy qualification
- Proven leadership skills and ability at executive level to include:
- The vision and drive to lead the College's financial strategy and financial planning.
- Proven expertise at executive level in accountancy, financial and business planning.
- Proven skills in the management and control of significant resources and budgets.
- Proven skills in the effective support, supervision and development of individual staff.
- Proven skills in team and group management and development including conflict mediation and resolutions.
- Proven skills in the production of written reports, applications and submissions as well as presentations for internal and external audiences, with the ability to explain complex financial issues
- Proven skills in the setting, monitoring and evaluation of performance targets.
- Proven ability to work independently and manage a workload effectively and efficiently.

Person Specification

Qualifications
1. Recognised CCAB Accounting Qualification.
2. Evidence of continuing professional development.
3. Qualified to Degree Level.
4. Second Degree (Masters or equivalent).
Experience
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7. Experience of financial and budget management.
8. Experience of leading and managing new developments.
9. Experience of setting and achieving targets and managing teams to achieve them.
10. Proven track record as a leader, preferably, but not necessarily, in FE.
11. Proven track record as an outstanding motivator with highly developed people and performance management skills.
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13. Strategic understanding and experience of successfully establishing positive relationships/partnerships with external bodies,
Knowledge and Skills
14. Demonstrates clarity of thought with a sound understanding of policy and funding for FE and demonstrable evidence for creating and implementing responsive objectives that achieve the desired results.
15. Leadership skills and the ability to work with managers to gain commitment of staff and high performance to implement the College's plans.
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17. Knowledge of recent educational initiatives.
18. Demonstrable leadership skills to encourage, motivate, develop and support staff and managers to gain their commitment and buy in to deliver a high performing and outstanding college in accordance with the College's strategic aims.
19. Demonstrable ability to plan, develop, adapt and implement a relevant and coherent quality improvement plan.
20. The ability to write clear and concise reports, good IT skills and the ability to analyse and use data and Key Performance Indicators (KPIs) to drive improvement.
21. Team player with a flexible approach to changing demands.
23. Good analysis, problem solving and decision making skills.
24. Excellent communication and interpersonal skills.
25. Good planning and organising skills.
26. Excellent numeracy skills.
27. Good networking skills.
28. Strong persuasion, influencing and negotiating skills

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29.	Excellent understanding of Equality and Diversity issues and practical ideas for its implementation within the scope of the post.
30.	Understanding of relevant employment law.
31.	Excellent understanding of Safeguarding issues and practical ideas for its implementation within the scope of the post.