



Truro & Penwith College

HEAD OF FINANCE

Application Information Pack



Advert

Full Time

HEAD OF FINANCE

£45,024 per annum

We are one of the highest performing colleges nationally on all courses at all levels, rated Ofsted 'Outstanding' and a TEF Gold provider. Due to retirement an exciting opportunity has arisen for a Head of Finance to become a part of this strong, successful and financially secure college.

With responsibility for leading and supporting a team of Finance and Payroll staff to provide a high-quality service to students, staff and relevant external agencies, the Head of Finance will manage the implementation of the College financial strategy, targets and budgets. This will include all aspects of our finances, including reporting, budgeting, forecasting and decision-making, ensuring compliance with policy and regulations. The successful candidate will organise the day to day operation of all financial arrangements including the production of associated financial reports. The finance team is highly experienced, and the successful candidate will be joining a strong, stable and welcoming team, who deliver excellence in our core financial processes and reporting. Your expertise will also help drive sustainable improvements in the College's financial and business performance.

To apply for the role, you will ideally be a fully qualified accountant (ACA/ ACCA/ CIMA/ CIPFA) with experience of leading and managing a finance team. Strong candidates who are qualified by experience will also be considered. You will be a strong accountant with developed financial reporting, management accounting and financial modelling capability. Critically, you will also have the skills and desire to help colleagues across the College improve financial and business performance and to shape our ongoing financial strategy. Applications from outside education are welcome. All required support and training will be given.

We offer a generous package with benefits including up to 28 days Annual Leave plus bank holidays and College closure days, LGPS, relocation package, free on-site parking and a variety of on-site benefits and discounts.

Interviews will be held week commencing: 29 March 2021

CLOSING DATE: 12 NOON, MONDAY 15 MARCH 2021

Curriculum Vitae are not accepted, Application Forms only.

Successful candidates will be notified within 4 weeks of the closing date.

Follow the link <https://www.truro-penwith.ac.uk/work-for-us> for an application pack and further details or contact us on 01872 305705.

About us

We are proud of our College and what has been achieved since it opened in 1993. Student We are proud of our College and what it has achieved since it opened in 1993. Student numbers have grown tenfold and this September we welcomed 5150 full time 16-18 students, 480 HE students, 700 Apprentices and 6,000 part time students. The college's broad range of provision includes a wide choice of more than 42 A level subjects, The International Baccalaureate, BTEC and UAL Diplomas, a range of occupational based courses including Construction, Hospitality, Hair and Beauty, Automotive Engineering and Engineering. There is a very significant High needs provision and the college offers a wide range of apprenticeships together with professional qualifications as well as a large Higher Education provision from levels 4 to level 6.

The college has continued to invest in new buildings to accommodate the growth in provision and has also undertaken a series of major capital projects including the re-development of the Penwith Campus and the establishment of a new Free School – Callywith College in Bodmin. The college is financially very secure, and this allows for continual investment in the supporting of our learners. The Truro and Penwith Multi Academy Trust was established in February 2014 and focuses on pre-16 education. The trust has grown to include over twenty schools across three hubs in Cornwall. The college is also a Maths Hub, Computing Hub, it leads on the Science Learning Partnership and is a member of the Institute of Physics. 2021 will see the completion of a new build at the Truro campus which is part of the South West Institute of Technology. The college is the only Cornwall based partner in this organisation and the building will be used to develop the curriculum offer in Engineering and Digital.

Central to everything the college does is the student. Our commitment is to provide the very best student experience and allow all our students to achieve their objectives and aspirations. The college is very innovative and dynamic in the way that it works and has developed an excellent reputation both locally and nationally. It was one of the first colleges to be awarded Beacon status and in 2016 was the first college to be graded Outstanding under the new inspection framework. The college has also gained TEF Gold rating for Higher Education, The AOC National Beacon Award for Leadership and Governance and the AOC National Beacon Leading Light Award. The college is also the only provider of the new T Level qualification in Cornwall and has already recruited to the first three pathways.

We are looking for candidates with the enthusiasm, energy and determination to work with a committed and supportive Senior Management Team to build on success and seize the opportunities to further develop the college and provide a first-class education and training for all our learners.

If you have the appetite and experience to take on this rewarding role then we look forward to receiving your application.

Martin Tucker

Principal

Job description

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|------------------------|---|
| Post: | Head of Finance |
| Responsible to: | Director of Finance |
| Salary: | £45,024 (Point 49) per annum Full Time, 37 hours per week |
| Conditions of Service: | Truro & Penwith College Conditions of Service |
| Main Purpose of Job: | <p>To ensure the College's financial reports are timely and accurate to enable clear financial management of the College.</p> <p>To undertake the day to day management and operation of the financial accounting system.</p> <p>To line manage the day to day work of all the finance and payroll office staff.</p> <p>To assist with the preparation of the financial reports and returns required by the Senior Management Team, College Governors and external funding agencies.</p> <p>To deputise for the Director of Finance and Administration when required.</p> <p>To attend and participate in meetings of the Finance and General Purposes Committee and Audit Committee in support of the Director of Finance and Administration. To develop and maintain systems for recording Additional Learning Support funding claims within the college and to liaise with external funding bodies in connection with this work.</p> <p>To play a key role, with the Director of Finance in developing, implementing and reviewing all aspects of the College's financial forecasting, accounting, department budget management and general reporting, maintaining a strong financial health for the college.</p> <p>Ensure that all external financial statements are prepared to the highest standards of accuracy, clarity and compliance, working closely with, and acting as the primary point of contact for, the financial auditors, internal auditors and any other financial consultants.</p> <p>To ensure that the finance department develops efficient internal systems and processes which minimise waste and duplication, reduce bureaucracy, enhance customer service and empower staff through allowing increasing job enrichment.</p> <p>Develop exemplary customer service practices throughout the finance function by providing proactive support, advice and underpinning systems to allow the delivery of excellent and innovative provision for our learners.</p> |

Specific Duties:

To organise the day to day operation of the finance office in conjunction with the Deputy Finance Officer.

To oversee the activities of all College administrative staff engaged in any financial procedures on all College sites.

To supervise the systems for fee collection, receipting, banking income, credit control, payment of creditors and petty cash.

To supervise the collection and banking of monies from the Refectory, College Shop, vending machines etc.

To oversee the successful operation of College financial regulations and meeting the requirements of internal and external Auditors and the College Governors Audit Committee.

To operate, maintain and develop the College accounting system.

To maintain the integrity of the system, including system security, user permissions and backups.

To maintain the College Asset Register.

To prepare and monitor budgetary and cost centre information and ensure effective control is exercised on a consistent basis.

To support the Senior Management in achieving best value in procuring goods and services for the College.

To prepare budget forecasts and financial management information for Senior Management and Governors.

To monitor cash flow and make investment arrangements as necessary in compliance with College policy.

To prepare financial reports as required by external agencies, including balance sheets, statement of annual accounts and financial forecasts.

To ensure that all grant income is accurately claimed and financial returns are completed and submitted to funding bodies as required

To liaise on a day to day basis with the College Bankers, and other external agencies and to act as the primary point of contact for external financial partners including auditors, bankers and insurance brokers.

To ensure that the college's quarterly VAT returns are submitted promptly and accurately.

To ensure that all staff salaries are paid promptly and accurately and correct returns made to statutory bodies.

To assist in devising and implementing programmes to train both support staff and academic staff in financial management.

Specific Duties Cont.

To oversee the financial operations of Cornwall SCITT, including preparation of budgets, management accounts and completion of other financial returns. Attendance at meetings of the SCITT executive board to present financial updates to members.

To prepare an annual budget to the Corporation in the context of the 3-year financial forecast, prepare and monitor performance against forecasts and plans and provide regular reports to the Senior Management Team and to the Corporation.

To line manage the Finance office staff to ensure the coordination of all College Financial Activities.

To ensure compliance with all statutory requirements including the terms of agreement of all funding bodies, producing timely and accurate reports and financial data to meet these requirements and to satisfy audit purposes.

To develop and actively manage the College's budgetary control, contribution analyses and other relevant financial systems: ensuring that all manager/budget holders are properly trained in their use, and that the systems adequately support the development plans of the College.

Regular liaison with relevant staff at Penwith College.

Maintain and develop effective communication, liaison and relationships with local, regional and national bodies; attendance at internal and external meetings, networking, marking and other events.

Participate in and chair appropriate cross College groups and committees. Act as the College representatives with appropriate external agencies and organisations.

GENERAL REQUIREMENTS

As a member of staff, the postholder will be required to further the agreed aims of the College by participating fully in the following.

To participate in the scheme for appraisal and review of performance adopted by the College.

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

To be responsible for promoting equality and diversity in line with College procedures.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

Person specification

HEAD OF FINANCE

Ideally, the person appointed will have the following skills and experience:

Essential:

- Recent accounting experience in a PC / mini environment.
- Recent experience and knowledge of operating accounting packages
- Experience of developing and providing financial management information for senior management.
- Awareness of value for money agenda and evidence of management of this area
- Experience of Financial target setting, monitoring and control across an organisation
- The ability to work to tight deadlines and to prioritise effectively.
- The ability to manage and support staff in a rapidly changing environment.
- A commitment to teamwork.
- Full working knowledge of relevant policies/codes of practice and
- Awareness of relevant legislation.
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- Ability to relate well to young people and to adults.
- Methodical with good attention to detail.
- Excellent communication, interpersonal organisational and presentational skills.
- Takes responsibility and accountability
- Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Experience of complying with the requirements of the regulatory bodies.
- A thorough and conscientious approach combined with the ability to meet tight deadlines
- A high level of skill in database applications
- Excellent IT skills, including a high level of proficiency in Excel
- Ability to respond and communicate with others showing sensitivity, clarity and focus
- An ability to take responsibility for several challenging tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.
- Knowledge of all the relevant legislation that relates to the role for compliance, including data protection.
- A demonstrable record of success in previous roles
- High levels of emotional resilience, positivity and drive and able to give clear direction and influence others when needed

Desirable:

- Possession of full Professional Accountancy Qualification (ACA, ACCA, CIMA or CIPFA)
- Possession of management qualification
- Experience of successfully leading, managing and developing staff.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence. Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Useful Links

[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

[TRURO AND PENWITH COLLEGE PROSPECTUS AND OTHER PUBLICATIONS](#)

Terms & Conditions

Continuous Service

Your continuous service dates from the commencement of the contract with the college except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Contract, the pensions scheme and other agreements.

Holidays

Holiday entitlement for this post is currently 23 working days, increasing by 1 day per each year of service up to a maximum of 28 days, plus college closure days and public holidays.

Probationary Period

The appointment is subject to the satisfactory completion of a 6-month probationary period.

Pensions

The post falls within the scope of the Local Government Pension Scheme (LGPS). Further details can be found at <https://www.lgpsmember.org/>

Commitment to Safeguarding

Truro and Penwith College is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo a Criminal Record (DBS) Check (Standard or Enhanced depending on the post applied for) and past employment checks.

Equality, Diversity and Inclusion

The College is an Equal Opportunities Employer and is committed to ensuring a culture of valuing diversity and equal opportunities.

Data Protection

By applying for a post at Truro and Penwith College, you are giving your consent for us to process personal information about you. We have legal obligations to fulfil in the way that we deal with that data. We must collect the information fairly, that is, inform you that we will process it for the purpose of recruitment and selection and the employment relationship for the successful applicant. All information will remain confidential and will only be viewed by those involved in the selection process. If you are not successful, then your information will be destroyed after six months in accordance with Data Protection Policy.

Working for Us

In recent years the College has won a number of prestigious awards, including featuring twice in the Sunday Times "Best Places to Work" survey, achieving gold for six years running in the Workplace Health Awards and in 2017, the AoC Beacon Award for Mental Health and Wellbeing & Leading Light Award.

The College is also accredited with Investors in People, Investors in Diversity, Matrix accreditation and Beacon Status.

Located in a stunning county with dramatic coastline, captivating fishing harbours, spectacular beaches and a world class food scene, Cornwall is a great place to live and Truro and Penwith College a great place to work.

Benefits

- Competitive salaries
- Generous occupational pension schemes for academic and support staff
- Supportive family friendly and flexible working policies
- Cycle to Work Scheme and Computer Scheme
- Generous holiday & sickness entitlements
- Free cash point facility
- Free Library membership
- Free parking at our Truro and Penzance campuses
- We invest in facilities
- We have fun (team days and social events)
- We value staff development
- Free health and wellbeing programme
- Free recreational courses
- Staff Discounts at local leisure and retail establishments
- Free health checks and corporate eye care scheme
- In house leadership and management programme
- Accessible campus and facilities
- Free access to Counselling and Mental Health Advisors
- Workstation Assessments/Occupational Health Referrals
- Excellent facilities onsite for relaxation and rejuvenation at discounted prices – restaurants, coffee shops and salons

How to apply

Application forms and details of how to apply for this post are available online at

<http://www.truro-penwith.ac.uk/work-for-us>

or via email to

personnel@truro-penwith.ac.uk

Application forms can be sent to us either by email to

personnel@truro-penwith.ac.uk

or by post to:

Personnel Department
Truro & Penwith College
College Road
Truro
TR1 3XX

One of the **top performing colleges nationally** on all courses at all levels



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