



# S6F

**Scarborough**  
Sixth Form College

**Appointment of the  
Director of Finance**

**Candidate  
Briefing Pack**



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## Welcome from the Principal of S6F

### Welcome from Marcus Towse, Principal

Thank you very much for your interest in the position of Director of Finance at Scarborough Sixth Form College. Your time and effort is appreciated.

Our College has a mission to provide excellent service to its community, based in Scarborough, but drawing from students along the Yorkshire Coast and into the hinterland toward York and Hull.

Over recent years the College has navigated austerity and funding constraints to retain excellent financial health with good cash reserves. It has taken great steps to widen its curriculum and improve its results. At the last short inspection by Ofsted in 2016 we were confirmed as Good, but were on the cusp of Outstanding. There are numerous challenges and opportunities as we face the future, but our ambition to be outstanding, and to be excellent in all we do, is paramount.

Maintaining sound finances, and so ensuring resources are available and able to be deployed to the best effect, is essential to our mission. As Director of Finance you will have responsibility to inform and advise senior managers and governors about the College's financial position and its options, and will have a key role in decision-making about its future. Our financial health also requires that you ensure the College operates tightly controlled financial systems, and well-managed processes, which are able to meet the standards of public accountability and audit.

As a member of the College's senior leadership team, you will also contribute to determining policy and action across the full range of College operations, and have an important say in developing its strategic response to challenges and opportunities.

The College has a very strong reputation in its community, and you will find at the College a very talented and hard-working staff team, who are very proud of our deserved reputation, and determined to build on this. The College governors and I recognise that at the heart of the College's success are staff who are committed to the highest standards of professional practice in order to provide the best experience for students. The ethos of the College - honest and self-critical, but supportive - is very precious to us.

To help you make the right decision we also offer you the opportunity to find out more about the post from Linda Jeffreys, the current post-holder. She can be contacted by phone 01723 365032 or by email [l.jeffreys@s6f.org.uk](mailto:l.jeffreys@s6f.org.uk).

We very much look forward to receiving your application.

Yours sincerely



Marcus Towse  
Principal



## The Role of Director of Finance

**Our high-performing College offers a great opportunity for a highly-skilled and experienced finance professional to join our senior leadership team as Director of Finance and help us maintain excellent financial performance as we face the challenges of the future.**

The College is rated Good by Ofsted (and is close to Outstanding) with excellent value-added in learner outcomes, and has outstanding financial health. With a strong track record of successful financial management, and skills in accountancy, alongside substantial experience of management and leadership of others, you will have the expertise and commitment to join our senior leadership team and enable us to achieve educational excellence, while sustaining financial health by optimal deployment of our resources.

Key duties of the Director of Finance include:

- to act as a College leader through your role on the College Management Team
- to line-manage the finance, estates and catering teams
- to be responsible overall for College financial systems and processes, including payroll and pension administration, and ensure they meet the requirements of probity
- to prepare financial accounts, statements, forecasts, and returns
- to lead on the development of College estates strategy, and advise on the resource options to maintain and develop the College estate
- to have oversight of College health & safety and data protection arrangements

To undertake this role you will you will need a high level of data fluency, with good planning and communication skills. You will also need expertise in accounting, managing budgets and forecasts, and successful experience of managing financial computer systems and financial controls. The annual financial statements are prepared in accordance with Financial Reporting Standards and are externally audited; budget reports and forecasts are submitted to the senior management team, and to the Governors' Finance & Estates committee. You will also manage the College investments, borrowings, and capital programmes. In line with this, the role includes overall responsibility for the maintenance and development of the College estate, although this will be well supported in operational terms by the College Estates Manager and his team. All significant estates expenditure is subject to agreement by the senior leadership team, and by Governors.

As a College leader, a general key to success will be your ability to work with, and motivate, a diverse range of people toward clear aims through actions for improvement. You will also contribute to both strategic plans and operational processes of the wider College, and will share a passion and determination for the College to achieve excellence in learner outcomes and experiences, and meet the needs of all those it serves.



The College is in a strong position financially, with good cash reserves, having responded effectively to control costs and meet the challenges of funding constraint. It has also responded well to learner needs, and developed its curriculum provision helping to maintain and diversify revenue. Most recently we have opened an Apprenticeship Unit, and expect to enrol our first apprentices during 2018.

Following the current Area Review, which endorsed our financial viability, we expect to engage in closer partnership and planning with local post-16 partners, such as Scarborough TEC and Coventry University Scarborough.

The role of Director of Finance will ideally suit candidates already working in a broad business support role (for example, a bursar in an academy or a practice manager) or those candidates from a finance background keen to broaden their responsibilities and gain experience of managing other business support services. Professional support is available through the College's collaborative work with other local sixth form colleges, access to forums for finance directors and through the national organisations for colleges, such as AoC and SFCA.



## The College

Scarborough Sixth Form College is an open-access College, which provides general education primarily for 16-19 year olds in the area. We provide courses for over 1000 students drawn largely from five local schools. Students also join us from independent schools, from 11-18 schools and we also recruit some mature students onto daytime and evening provision. As a standalone Sixth Form College we are financed directly by central government primarily through the Education and Skills Funding Agency and we take responsibility for our own expenditure and budgets. The governing body is responsible for the strategic direction of the College and for overseeing its activities. Governors have a wide range of skills and experience which enables them to provide good support and challenge.

The majority of our students are full-time, and follow Advanced (level 3) courses from which most progress onto Higher Education. We currently offer 28 different subjects at AS and A level. The College has developed a very successful vocationally-related provision in a range of BTEC Nationals and some 40% of our students now follow a study programme on which a BTEC is the main component. There is also a one-year Level 2 programme (our "Progression Year") consisting of GCSEs in Maths, English and Science plus a range of BTEC Firsts. Achievement at the College is high, and above national benchmarks, with very good positive value-added overall. The College recently had a Short Inspection in September 2016 and was confirmed as a Good provider. In truth, the College is close to Outstanding, and it is a realistic ambition for this to be achieved soon. Overall, the College deserves its strong reputation in the local community.

Enrichment activities form an important part of a student's education and we have high up-take of the Extended Project, the Duke of Edinburgh Gold Award and various sport teams and activities. In addition, our work placement programme is growing, and many students benefit from curriculum trips, visits, speakers, or input from local employers. The College was awarded the Sixth Form College Association Community Impact Award in 2017 for its outstanding Sports Leadership programme.

The College works closely with other partners in education and skills. We have very strong supportive relationships with 11-16 partner schools and our local University and we are increasingly engaged with local employers, and helping to meet the needs of the local economy, as well as serving the ambitions of the many students for whom the College acts as a gateway to Higher Education.

Backed by our strong reputation, and seeking to develop income streams, the College has recently set up an Apprenticeship Unit and we will deliver our first apprenticeships during 2018.



Following the Area Review we have a framework agreement for collaborative planning with our local Further Education College. The College is also a member of the NorVIC Sixth Form Colleges Federation, which is a grouping of fifteen colleges in the north east. This provides the opportunity for extensive networking and staff development at all levels with colleagues from other sixth form colleges.

Overall we have a comprehensive in-service education and training programme and are committed to helping members of staff develop their personal and professional knowledge and expertise. We are currently working with local schools to develop the Teaching School Alliance as one key strategy of the substantial government support for the North Yorkshire Coast's Opportunity Area.

The College enjoys good teaching facilities enhanced by up to date IT resources. It is set in attractive grounds on the outskirts of the town. The buildings have been developed and refurbished to meet the needs of a modern Sixth Form College with about £5 million being invested in the last few years.

For further information on the College, please visit our website [www.s6f.org.uk](http://www.s6f.org.uk) to download our on-line prospectus and our most recent Ofsted report.



# Mission and Values

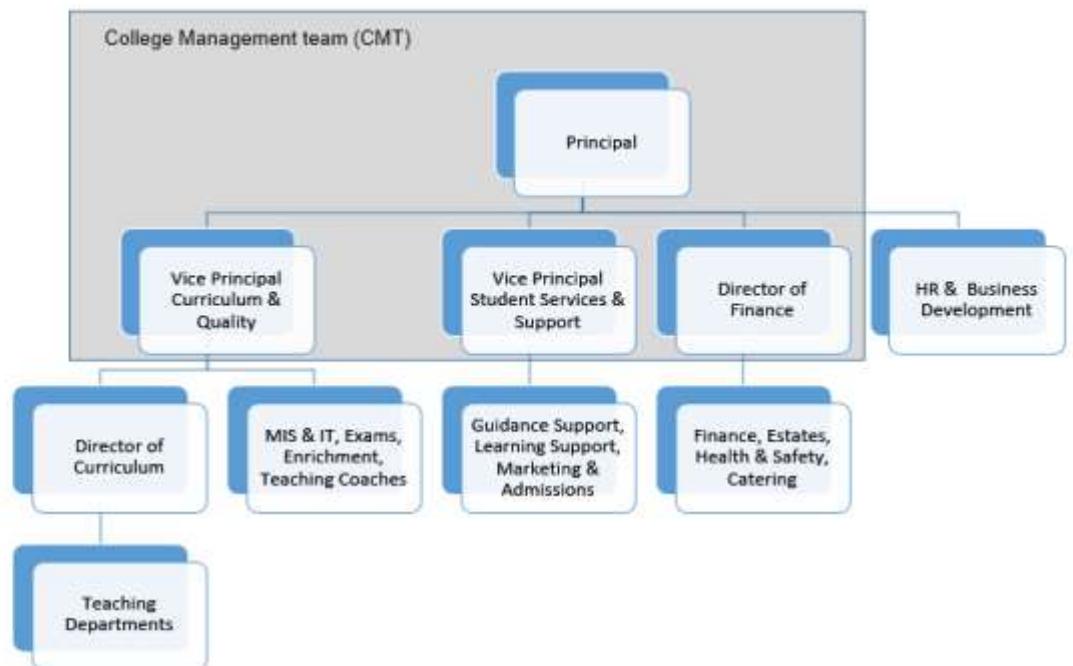
## The College Mission

Our mission is to provide excellent service to our community, by achieving outstanding educational progress, and adding value to personal and social skills of all our students.

## Values: The Principles of Excellence

- We are passionate about learning and its importance in life
- We have high expectations of ourselves and others
- We are honest, open, reflective and self-critical
- We do our best, adapt well to change and always seek to do better
- We are supportive team members

# Management Structure





## Scarborough and The Local Area

Scarborough is a friendly seaside town with good beaches and a most attractive coastline of cliffs and headlands. With a population of just over 61,000, Scarborough is the largest holiday resort on the Yorkshire coast. The town is beautifully situated on the edge of the North Yorkshire Moors National Park, giving easy access to the moors. The area provides wonderful opportunities for walking, mountain biking and water sports.

The City of York is just 40 miles away, although Scarborough has its own cultural highlights such as the Stephen Joseph Theatre, home venue of the internationally famed playwright Sir Alan Ayckbourn. The refurbished Scarborough Open Air Theatre was officially opened by The Queen of the United Kingdom, accompanied by the Duke of Edinburgh, in May 2010. Since its official re-opening the Scarborough Open Air Theatre has played host to some of the music industry's biggest stars, including Elton John, Status Quo, Olly Murs, Jessie J, Boyzone and McFly to name a few.

Scarborough Railway Station is close to the town centre and runs services from York, Leeds, Manchester and Liverpool on the North TransPennine Express route and from Hull on the Yorkshire Coast Line. Scarborough has 25 main bus routes, which link the town centre with its suburbs and local towns and cities such as Leeds, York, Hull, Middlesbrough and the North York Moors. The town is also served by two Park and Ride services, located on the A64 and A165.



The websites below give some information about the local and surrounding areas.

- <http://www.scarboroughvisitorsguide.com/>
- <http://www.discoveryyorkshirecoast.com/>
- <https://www.northyorks.gov.uk/>
- <http://www.visit-york.org/information/>



## Job Description

**Responsible to:** The Principal

**Job purpose:** To be responsible for effective planning, management and accounting of College resources

### Key Duties

#### General Management Responsibilities

Promote the outstanding success of all functions and teams within the Finance directorate, through:

- Continuous review and development of the directorate
- Leadership of staff within the area, as individuals and as teams
- Organisation and management of resources, including any external provision/partnerships
- Development and implementation of college strategy, policy and guidelines
- Provision of relevant management information
- Representation of the College at internal and external meetings as required by the role

#### College Management Team (CMT) Responsibilities

Along with other members of CMT, collectively:

- Develop and review the college's overall vision, values, objectives and strategic plans
- Decide college-wide strategies, policies and management system
- Monitor the effectiveness of the College

#### Finance

- Prepare and monitor College budgets and forecasts, and advise managers and governors of implications and issues
- Prepare accounts, financial statements, returns and reports
- Be responsible overall for the College accounting systems, cash management, payroll and pension administration
- Be responsible for the probity of College financial systems and ensure they meet the standards of audit and good practice
- Assist the Clerk and Governors in preparation and management of audit processes
- Contribute to the College Estates Strategy, and lead on the planning, evaluation and implementation of estates developments
- Ensure the College estate is well-maintained within agreed financial constraints
- Have oversight of the College Health & Safety procedures, and ensure these are working effectively
- Exercise oversight of the College's catering service so that it meets service standards and financial targets
- Act as the College Data Protection Officer to ensure compliance with legislation

### Estates and Other Duties

- Contribute to the College Estates Strategy, and lead on the planning, evaluation and implementation of estates developments
- Ensure the College estate is well-maintained within agreed financial constraints
- Have oversight of the College Health & Safety procedures, and ensure these are working effectively
- Exercise oversight of the College's catering service so that it meets service standards and financial targets
- Act as the College Data Protection Officer to ensure compliance with legislation

### Quality & Self-Assessment

- Contribute to the quality and self-assessment arrangements for the whole college, and for the Finance directorate, including developing and implementing clear priorities for improvement
- Ensure performance and development reviews are carried out effectively for all staff within the Finance directorate; and ensure appropriate development activities are delivered for these staff

### Responsibilities of all staff

- Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
- Carry out administrative duties relevant to the post, including maintaining records and providing information/data
- Work within college guidelines and promote college values
- Give due consideration to Health & Safety and Equality & Diversity issues within all activities
- Maintain confidentiality regarding sensitive or personal information
- Carry out other duties as reasonably required by the Principal



## Person Specification

### Qualifications & Training

- Educated to degree (or equivalent) standard
- Full accounting qualification (e.g. ACCA, CIPFA) or qualified by experience in preparation of statutory accounts
- Be able to demonstrate relevant management training

### Professional Skills & Experience

- Significant relevant experience of budget preparation, monitoring and reporting
- Ability to produce financial statements to relevant accounting standards
- High ethical and professional standards
- Strong IT skills, with significant experience of using spreadsheets and computerised accounting systems
- Ability to process and analyse complex information and present it in an effective and coherent manner to a wide range of people
- A pro-active, flexible and customer-focused approach
- Ability to organise own and others' workloads to best meet the needs of the service
- Ability to communicate effectively in a wide variety of situations and work collaboratively with a diverse range of people
- Experience of providing other business support services or willingness to develop the relevant knowledge and skills
- Able to understand the wider picture and to plan long-term and strategically

### Personal Skills & Attributes

All staff are expected to demonstrate commitment to the college's aims and values, including:

- Passionate about learning and its importance in life
- Having high expectations of self and others
- Honest, open, reflective and self-critical
- Doing one's best, adapting well to change and always seeking to do better
- A supportive team worker
- Treating staff and students fairly and with respect, valuing their diverse contributions
- Fully committed to promoting & safeguarding welfare of children & young people

***For staff with management or supervisory responsibilities, this also includes:***

- Acting as a role model, with day-to-day behaviour reflecting college values and good professional practice
- Demonstrating a commitment to our students and to continuous improvement for their benefit
- Actively inviting and listening to feedback and keeping colleagues appropriately informed
- Able to make fair decisions, based on reliable information and a clear understanding



## Relocation Package

### Details of Financial Assistance Available

Subject to the conditions detailed in the General Conditions section below, financial assistance will be made available to **a total maximum of £10,000**.

The relocation scheme is designed to contribute towards relocation expenses and is not expected to cover the full costs of any move. The **types of relocation expenses** which are eligible for contribution are:

- Legal expenses and other fees connected with the sale and purchase of a main private residence
- Costs relating to removal of furniture and effects
- Purchases of domestic goods for the new main private residence
- Costs of bridging loans.

Requests for reimbursement of any other directly relevant expenses up to the stated maximum must be agreed in advance by the Chair (or Vice Chair) plus at least one other member of the Remuneration Committee. (Any such expenses agreed must comply with HMRC regulations, otherwise tax and national insurance will be payable – see below).

Under HMRC regulations ‘qualifying expenses’ up to £8,000 are exempt from reporting and paying tax and National Insurance. Expenses above £8,000 or expenses which do not meet the HMRC criteria for ‘qualifying expenses’ will need to be reported to HMRC and tax and national insurance may be payable. For further information visit the website below:

<https://www.gov.uk/expenses-and-benefits-relocation/whats-exempt>

### General Conditions

- The employee must not currently live within 25 miles distance from the College
- The location of the new home must be within 25 miles distance from the College
- The reimbursement of a particular expense must not have been claimed elsewhere (e.g. by a spouse or partner)
- Claims should normally be made within 12 months of taking up appointment. If this is not practicable, the employee must seek prior approval from the Corporation to an extension to this date. (Any extension agreed must comply with HRMC regulations, otherwise tax and national insurance will be payable)
- An official claim form must be completed and signed supported by appropriate evidence of expenditure incurred – i.e. invoices, receipts or, where applicable, loan



## Terms and Conditions

### Salary

Salary will be dependent on experience, but is anticipated to be within the range of **£45,000 - £50,000 p.a.** Salary will be reviewed once a year by the Corporation.

### Main Terms & Conditions

- The contract will commence 16 April 2018, subject to the availability of the successful candidate
- The post is classified as a “senior post” under the Articles of Government and so the appointment and the pay & conditions of service are the direct responsibility of the Corporation
- The annual leave entitlement is 30 working days plus 8 public holidays. Up to 5 days leave may be taken during term-time at the Principal’s discretion. The remainder must be taken during periods of College closure
- You will be eligible to join the Local Government Pension Scheme. Salary payments are made monthly by credit transfer in arrears on the last business bank day of the month
- A relocation package is available for this post – see Page 11
- The information above is provided as an overview, for information only. Full details of actual terms and conditions will be supplied with the letter of appointment

### Safeguarding

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To meet our safeguarding obligations:

- Applicants are required to submit the completed Declaration Form with their application
- Referees are asked if they are aware of any child protection allegations or issues
- All appointments are subject to verification of qualifications, medical clearance, satisfactory DBS Disclosure (Enhanced) and satisfactory written references
- Applicants who have worked or lived abroad may also be required to provide a Certificate of Good Conduct for the Country they have resided in



## How to Apply

### Application Procedure

Please complete and return the application form via TES Jobs (<https://www.tes.com/jobs/>) and e-mail the Declaration and Equal Opportunities Monitoring Forms to [recruitment@s6f.org.uk](mailto:recruitment@s6f.org.uk).

If you are unable to access the online application or would prefer to fill out the application form by hand, please telephone 01723 365032, and an application pack will be sent to you.

If you wish to post the application instead, please ensure correct postage and send to:

**Beth Jones, Business Support Officer, Scarborough Sixth Form College,**

**Sandybed Lane, Scarborough YO12 5LF**

**To arrive no later than 10am on Monday 5 March 2018**

Please ensure you use the Supporting Information Section of the Application Form to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required including details of any gaps in employment. Please do not include a C.V.

Interviews are provisionally arranged for **Week Commencing 12 March 2018**

For any application queries, please contact Beth Jones on 01723 380726.