

### **Job Description**

<b>Post:</b>	<b>Director of Finance</b>
<b>Salary Grade:</b>	<b>Senior Post Holder</b>
<b>Responsible to:</b>	<b>Chair of Corporation</b>

### **Key Purpose:**

As a senior post holder and Chief financial Officer, you will be a key member of the College's Senior Leadership team and accountable to the Chief Accounting Officer (Group Principal). You will lead on the development of financial strategies that will support the College to achieve its strategic objectives. You will deputise for the Group Principal as required and be responsible for all aspects of the College Group's financial budgeting and reporting processes, ensuring the College is compliant with external and internal reporting and audit requirements.

### **College Responsibilities:**

<b>1</b>	To participate in key College processes as required.
<b>2</b>	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
<b>3</b>	To work flexibly in the interests of the College as required.
<b>4</b>	To participate in appraisal and to undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

### **Role Responsibilities:**

<b>a.</b>	To play a key role with the Senior Leadership Team and the Board of Governors to achieve the College's strategic aims and ambitions;
<b>b.</b>	To provide strong and inspirational leadership to colleagues across the College Group;
<b>c.</b>	To lead and manage staff within the finance function;
<b>d.</b>	To support the Group Principal in ensuring the ethos and vision of the College is clearly articulated, shared, understood and acted upon effectively by all stakeholders;
<b>e.</b>	To lead the development and implementation of the College's financial strategy in collaboration with the Corporation and Senior Leadership Team;

<b>f.</b>	To provide professional financial advice to the Group Principal, Senior Leadership Team and the Corporation, ensuring that appropriate financial controls are in place and accurate financial information is available at all times;
<b>g.</b>	To contribute fully to the development of the Group strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers;
<b>h.</b>	To produce the monthly management accounts and quarterly forecasts and ensuring that financial information is shared and communicated appropriately across the organisation;
<b>i.</b>	To develop the annual budget and financial plan for the College, liaising with budget managers and the Senior Leadership Team to ensure that they effectively support the delivery of the strategic and curriculum plan;
<b>j.</b>	To lead the financial performance monitoring process, liaising closely with budget managers to support the delivery of the annual budget and ensuring the overall delivery of the College's financial objectives and targets;
<b>k.</b>	To manage and forecast working capital and cash to ensure that the College has sufficient resources to meet the needs of the business in line with the financial objectives, and providing regular updates to the Corporation and Senior Leadership Team on the College's cash position and current ratio;
<b>l.</b>	To lead and liaise with the College's internal audit service provider to provide assurance to the Corporation and Senior Leadership Team that the College's system of internal control is fit for purpose;
<b>m.</b>	To develop an annual internal audit plan for approval by the Audit Committee and manage and coordinate audit activities across the year against the plan;
<b>n.</b>	To lead and manage the College's relationship with its bankers and other professional advisors, as appropriate;
<b>o.</b>	To ensure all key financial and funding deadlines are met in line with the requirements of the relevant funding bodies and that all legal and statutory returns are made;
<b>p.</b>	To plan and manage the College's tax, NI and pension liabilities;
<b>q.</b>	To provide support to the Management Information team in the compilation of funding claims and the development of internal controls, with the aim of ensuring full funding compliance;
<b>r.</b>	To lead the College's risk management process, working alongside the Senior Leadership Team to identify and define strategic risks and, developing plans and actions to effectively mitigate risks and to reduce their impact, and / or likelihood;

<b>s.</b>	To lead the College's procurement activities, negotiating contractual arrangements for the procurement of a range of goods and services (including payroll, insurances, audit) and maintaining compliance with the relevant rules and regulations;
<b>t.</b>	To assist the Group Principal in the strategic leadership and operational management of the College, deputising for the Group Principal where required / appropriate;
<b>u.</b>	To work with the Corporation and Senior Leadership Team to ensure that all key reports and supporting papers are prepared and presented in line with the requirements set out in the relevant annual business cycle;
<b>v.</b>	To lead the development of policy and procedure within the remit of the role, ensuring that these are kept up to date and are in line with legal and statutory requirements;
<b>w.</b>	To develop and implement high quality business systems and internal processes across all of the College's operations, ensuring that a highly effective system of internal control is in operation at all times;
<b>x.</b>	To deputise for the Group Principal at external events and represent the College to maintain and develop effective links with local stakeholders;
<b>y.</b>	To carry out any other duties commensurate with the post;
<b>z.</b>	To ensure full compliance with all college procedures and systems.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

### PERSON SPECIFICATION

		<u>Essential</u>	<u>Evidence</u>		<u>Desirable</u>	<u>Evidence</u>
<b>Qualifications</b>	1	Qualified as a full member of a main (CCAB) accounting body e.g ACCA, ICAEW, CIMA, CIPFA	Application/ Certificate	a  b	A degree or equivalent qualification.  Management qualification.	Application / Certificate
<b>Experience</b>	2	Established track record of managing finance at a senior level in a large and/or complex organisation.	Application/ Interview	c	Understanding of Education and Skills Funding Agency (ESFA) financial returns.	Application / Interview
	3	Experience of leading on / contributing to (at a senior level) the resource management and strategy of a large and complex organisation.		d	Understanding of ESFA Key Performance Indicators (KPI's) with regards to college finance.	
	4	Experience of wider strategic planning.				
	5	Experience at a senior level of dealing with complex information systems, and the ability to extract and present meaningful performance analysis from these.				
	6	Experience of change management in large organisations.				
	7	Excellent track record of having achieved good and sustainable financial health in a complex organisation over a period of time.				

	8	Experience of the development and preparation of strategic financial plans and forecasts.				
	9	Experience of the development and preparation of financial statements.				
	10	Experience of leading on audit and assurance arrangements.				
	11	Experience of the completion and submission of VAT returns and liaising with HMRC.				
	12	Experience of managing financial services staff;				
<b>Knowledge</b>	13	Well-developed knowledge of public sector funding systems for FE OR a high-level awareness of these and the ability to rapidly assimilate and deploy this knowledge.				Interview
	14	Strong awareness of the main strategic issues arising for FE.				
<b>Skills</b>	15	Excellent accounting and analytical skills combined with the ability to think strategically.				Interview
	16	Excellent financial forecasting and budgeting skills.				
	17	Good presentational skills and the ability to understand, and explain complex matters to a non-finance audience.				
	18	Well developed leadership and management skills with the ability to motivate and inspire others to perform to the best of their abilities.				

	19	An appreciative management style which recognises appropriately the contribution of others.				
	20	Personal high expectations and a commitment to developing staff.				
	21	Excellent communication and interpersonal skills, including emotional intelligence.				
	22	Ability to work at a high level under pressure and to time constraints.				
	23	Resilience & determination.				
	24	Excellent organisational skills, being able to prioritise workloads and meet deadlines.				
	25	Strong project management skills.				
	26	Strong values and commitment to the College's ethos.				
	27	Gravitas in order to act as a senior ambassador for the College.				
	28	Proactive commitment to quality and continuous improvement.				
	29	Demonstration of proactive support for equality, diversity and inclusion.				
	30	A commitment to safeguarding and promoting the welfare of learners.				