

FINANCE DIRECTOR

JOB DESCRIPTION

THE COLLEGE

Bridgwater and Taunton College is located in Somerset, in the heart of South West England, in a strategic position that offers easy access to the rest of the UK via the M5 and the rail network, as well as to Bristol, Cardiff and Exeter airports. At the front and centre of the College's activity is an unrelenting vision to be a world class education and training organisation which creates outstanding opportunities for its communities through leading edge practice in partnership working with employers.

In June 2016 Bridgwater College (a tertiary college) and Somerset College (a general FE college) merged to create Bridgwater and Taunton College. Whilst Bridgwater College had a strong financial health record, in recent times Somerset College had identified some serious financial difficulties. Through the merger, economies of scale and a fresh approach to curriculum and links with employers and the community, we are creating a financially more robust merged college that will provide an enhanced offering to the communities we serve.

Operating across main campuses in Bridgwater, Taunton and Cannington, as well as an outreach centre in Yeovil, the merged College currently caters for more than 20,000 full and part-time students and employs more than 1,600 staff. The student population includes over 4,000 16-18 year old students, 2,000 apprentices and 1,000 students on higher education programmes, as well as a growing international community from over 35 different countries. The forecast turnover in its first year post merger is £53m. The College has one of the broadest curricula of any college in the UK, offering 993 qualifications at all levels of study, from entry level programmes right through to full honours degrees. The College has an excellent reputation regionally, nationally and internationally as a highly successful provider of education and training, and is one of the best resourced colleges in the UK, having invested nearly £100m in buildings and facilities in the last 20 years.

Bridgwater College had an Ofsted 'outstanding' rating for 14 years before merger and has won 14 Association of Colleges' (AoC) National Beacon Awards (more than any other college) including the 2013 Beacon and President's Awards for Employer Engagement. The College also received the 2014 Times Educational Supplement (TES) Employer Engagement Award and was named TES FE College of the Year in 2016. However, its most recent and proudest achievement is the award of a highly prestigious Queen's Anniversary Prize for Higher and Further Education in the 2015-16 round. This award recognised the local, regional and national impact of its partnership work with employers to develop vocational skills training programmes in support of one of the biggest surges of economic activity that the South West has ever seen.

These are exciting times for the merged College. The construction nearby of the UK's first new nuclear power plant for a generation brings with it a wealth of opportunities, and the College has been quick to recognise and respond to this. Its collaborative approach to

professional and technical training, focusing on the creation of high quality, effective and flexible programmes that meet employer needs and have a clear line of sight to work, has brought with it significant public and private investment in College buildings, resources and curricula, with a resulting highly positive impact on the College's overall provision. The £7m Advanced Engineering Centre, opened to students in September 2017, offering STEM degree apprenticeships to address a regional shortage of higher level skills. The opening of the southern hub of the flagship National College for Nuclear – based at the College's Cannington Campus – will create further vocational degree routes whilst also cementing the College's position as a centre of excellence for the nuclear industry worldwide. Strong employer links with companies such as Rolls-Royce, the MoD, GE Alstom, EDF Energy, Thales, Laing O'Rourke and many more mean that our young people not only benefit from state-of-the-art, industry-standard facilities and equipment, but also gain unprecedented employment opportunities with some of the best known multi-nationals in the world.

Bridgwater and Taunton College is proud to be the training destination of choice for a significant number of blue-chip employers, which can only be good news for the young people and communities it represents. The College offers individuals unprecedented progression, apprenticeship and work experience opportunities that take them straight into work, proving that academic excellence is not the only route that can lead to a rewarding and successful career.

The College's reputation is such that it was invited to oversee the operation of four local academies through its Multi Academy Trust (MAT), all of whom have moved from Ofsted 'Requires Improvement' or 'Inadequate' to 'Good', since joining the College Trust. The Principal and Chief Executive of Bridgwater and Taunton College acts as Chair of the Board of the Trust, and the Trust has its own CEO.

THE ORGANISATION

Governance

The Bridgwater and Taunton College's Governing Body comprises of up to 24 voluntary members reflecting the major interest groups of the College and its community. At merger, a number of Governors from the former Somerset College joined the Board of Bridgwater College. The Board is experienced and well established, reflecting the variety of interests and skills needed to steer the strategic direction of the College and monitor its performance. The Principal and Chief Executive is responsible for delivering the strategic plan supported by the senior management team which includes the Finance Director

The Chair of Governors, a business representative on the Board, has been a Governor for nearly 22 years and the Chair of the Board for 20 years. He also is Chair of the College's Finance, Personnel and General Purposes Committee and is Chair of the AoC South West Regional Committee. Other governors reflect the interests of the College's various stakeholders: schools, higher education, community, business and industry. The Board also has staff and student representation.

Governors support the operation of the College and monitor its performance through six sub-committees: Finance, Personnel and General Purposes (FP&GP); Audit; Standards; Buildings; Search and Remuneration. Governors are also individually linked to specific parts of the College by being members of Area Review Groups which monitor and review the performance of the seven Areas of the College.

Leadership and Management

At the point of merger, the former Senior Management Team of Bridgwater College became the senior team of the merged college, and a major restructuring of staffing was undertaken. The organisational structure chart for the Heads' Team (Senior Management Team plus second tier Heads of Departments) is attached.

The College's Senior Management Team is led by the Principal and Chief Executive and supported by the Vice Principal who is broadly responsible for Higher Education, Curriculum and Operations. Other members of the team, all line managed by the Principal and Chief Executive, include three Assistant Principals who oversee Curriculum Areas and four Directors of Cross College Services. The inter-dependence of curriculum delivery and cross college services is seen as a critical factor in terms of the success of the College, and is reflected in the parity of status accorded to the different types of function in the Senior Management Team. Each senior manager leads an Area Management Team, comprising second tier managers responsible for leading the staff within the Area. This group of senior and second tier managers, known as the Heads' Team, meets at least once each term to reflect upon and update strategy and to plan and monitor operations. The College also has a wider College Management Team, which also incorporates the third tier managers. It is through the close working relationships established through these management groups that the corporate culture of the College is established and nurtured.

VISION, MISSION AND VALUES

The Vision, Mission and Values of the College, developed in conjunction with staff, are as follows:

Vision

To be a world class education and training organisation which creates outstanding development and progression opportunities for our students, customers and communities through leading edge practice and partnerships and employers.

Mission

We will inspire our students, customers and communities to achieve success by providing:

- Outstanding teaching, learning and skills development
- Creative and exciting partnerships with our students, staff and employers
- A welcoming, safe, inclusive and supportive environment

Values

We are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, employer and community needs
- Always aspiring to the highest standards
- Professional and enterprising
- Innovative and creative
- Friendly and welcoming

QUALITY

The College has gained a reputation for high quality teaching and learning in well maintained, high quality buildings and facilities. As a newly merged college, we do not currently have an Ofsted grade and are likely to have an inspection in the next couple of years, but the merger brought together what were 'outstanding' and 'good' institutions. Our combined self-assessment report for 2015/16 gave the following overall grades:

Overall Effectiveness: Good

Effectiveness of Leadership and Management: Outstanding
Quality of Teaching, Learning and Assessment: Good
Personal Development, Behaviour and Welfare: Outstanding
Outcomes for Students: Good

16-19 Study Programmes: Good
Adult Learning Programmes: Outstanding
Apprenticeships: Good
Provision for Students with High Needs: Outstanding

Since merger, a recent Ofsted inspection of the College's Childcare Centre found it to be 'outstanding' in all aspects of the inspection and our Care Standards inspection of Bridgwater and Taunton College's residential provision in 2017 was also graded 'outstanding' for all aspects of provision. Somerset College had last been inspected by Ofsted in 2013 and was graded 'good'.

The basis of the College's quality system is a well-established process of review at all stages in the learning and planning cycle. Students, parents, employers and staff are all encouraged to play an active role in the review process, and their views help to formulate the College's plans for improvement. Whilst the administration of the College's quality systems is co-ordinated by the Director of Staff, Curriculum and Quality Services, all staff across the College participate in quality improvement.

FINANCE

Prior to merger, the financial health of Bridgwater College, using the SFA measures was:

2013/14	Outstanding
2014/15	Good
2015/16	Outstanding – Moderated to Good (includes 6 weeks of the merged College)

The operating plan for the merged college has included some significant actions as activities and staff are rationalised and new opportunities are developed that grow income streams. The financial forecasts indicate that whilst 2016/17 and 2017/18 will produce a satisfactory rating, this will return to good and then outstanding.

The financial position is closely monitored at all levels, with regular reviews and reforecasting undertaken, enabling early action to be taken to address any unexpected or unplanned variances.

The budget is drawn up and approved prior to the start of the financial year, being the 1 August, with a full review then undertaken in the autumn term with the production of a revised budget where appropriate.

Financial statements for 2016/17 are currently being prepared. Previous years financial statements are available on the College website <http://www.bridgwater.ac.uk/college-information.php?category=7&page=61>

FINANCE DIRECTOR

Key responsibilities include:

- To support and advise the Principal, Vice Principal and other senior colleagues in delivering and maintaining the financial health of the College
- To ensure a system of robust financial control and management is in place at all times across the College
- Provide the financial strategic lead in all aspects of College operations, working with staff at all levels to ensure overall College financial objectives and targets are delivered
- To ensure all terms of financial covenants and financial regulations are complied with
- Ensure that timely and accurate management accounts, accompanied by such reports and explanations as the Board shall require, are presented to the SMT and the Board
- To provide strategic leadership for Finance, Estates, IT Services and Corporate Services (which includes procurement, health & safety, transport and contract management)
- To support the delivery of the College strategic and operating plan
- Responsibility for planning and delivery of new building projects together with their associated design and financing
- Overseeing the implementation strategy for the College's Accommodation Strategy in liaison with senior colleagues
- Leading the College's health and safety strategy
- Ensure high quality and robust IT infrastructure to support both core business functions and delivery of teaching, learning and assessment
- To ensure delivery of a highly effective and customer focused support service

Additional responsibilities include:

- Overseeing the College's Risk and Environmental Strategies
- Coordination of freedom of information requests
- Undertake other such tasks and activities as are reasonably requested by the Principal and Chief Executive

Membership of the Senior Management Team:

The person appointed will be expected to make an important contribution to the Senior Management of the College:

- Sharing with SMT colleagues the responsibility for determining corporate policies and ensuring that these are understood, supported and implemented within the Area.
- Within the SMT representing the Area of Finance and Estates, and advising senior colleagues on developments and priorities relating to these areas.
- Developing further the current Area team of highly skilled and committed staff through a leadership style which is imaginative, supportive and challenging.

The Area of Finance and Estates

The Finance Director leads the Area of Finance and Estates. The direct reports are Head of Finance, Head of Estates, Head of Corporate Services and Head of IT Services.

Finance

The finance team is led by the Head of Finance and has 17 staff based across both Bridgwater and Taunton campuses.

The finance team maintain the primary financial records for the college including all income and expenditure, balance sheet and cash flow statements, ensuring all amounts due to the College are collected and amount due to suppliers are paid. Each year detailed budgets are prepared for approval by the Board of Governors and a three year financial forecast is updated.

In 2017 a new finance and ordering system was implemented with integrated budget checking. Current developments include an on-line payment facility.

The payroll team form part of the finance department, administering the monthly payroll, ensuring that all staff are paid accurately and on time.

Estates

The estates team is led by the Head of Estates, the team includes Grounds, Building Projects and College Support team and operates across all campuses.

College Support Team

The College Support Teams provide a reactive and proactive approach to security, maintenance and other support across the College. Their role is varied to meet the current needs and demands of staff and students.

Building Projects

The College continues to invest in new buildings as well as an on-going programme to maintain its existing buildings to high standards that meets the needs of the users. Current projects include a new £7M Advanced Engineering Centre, £10.5m National College for Nuclear and £1M Quantock restaurant refurbishment. All new buildings and any refurbishment of existing buildings is planned to achieve maximum energy efficiency and minimise environmental impact.

Grounds Team

Supports grounds maintenance across all three campuses, with some 'contracted out' services in Taunton. The Walled Gardens in Cannington are a real showcase of the exceptional teams work.

Corporate Services

The corporate services team is led by the Head of Corporate Services. The team lead on Health & Safety, Environmental, Procurement, Contracting, Travel and College transport/fleet including minibus functions.

Procurement and Contracting

The Procurement service provides a central point in the College to advise and support budget managers on all College procurement activities. This includes the procurement of

one off contracts, individual specialist items as well as meeting College wide needs such as contracts for supply of energy, personal protective equipment (PPE), vehicles, buses, exams, computers and other IT equipment.

Through this central approach the College is able to achieve value for money and maximise the opportunities for savings through efficiencies, economies of scale, as well as ensuring compliance with EU and UK procurement legislation.

Health & Safety

The central Health and Safety service consists of the College's Health and Safety Managers whose roles are to provide advice on health and safety matters across the College campuses to ensure the College Health and Safety Policy is adhered to and to promote opportunities to improve systems and procedures affecting health and safety.

Transport

The College has a fleet of 12 vehicles that are used to transport students for daily needs, as well as over 30 more vehicles used across the curriculum areas.

Environmental

The College recognises the importance of a holistic approach to sustainability. It is committed to continually improving the environment through its teaching, as well as being an exemplar through its own estate management.

IT Services

The IT Services team is led by the Head of IT Services who develops and delivers IT strategy and manages a competent and enthusiastic team of IT professionals including Project Manager, Network Engineers, Systems Engineers, Developers, Reprographics and Helpdesk staff who in turn provide centralised support for all College ICT, AV, multimedia, telephony, mobile phones, centralised online IT purchasing, multifunction printing, scanning and reprographics. Each main campus has an IT Helpdesk to provide individual support for users. The team consists of 27 staff supporting over 1,600 staff users and anything up to 20,000 student computer users and delivers a highly efficient and consistent service to both teaching and learning and business support functions.

PERSONAL PROFILE

The success of Bridgwater and Taunton College rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the successful candidate shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy that has evolved in the College over a number of years. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the College, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Bridgwater and Taunton College's success owes much to two fundamental tenets:

- **Students come first:** First and foremost, the role of the College is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the College. It also drives the College's recruitment and personnel strategies. It is assumed that anyone who joins the College shares this philosophy.
- **All staff employed at the College are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the College. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the College in its wider community.

We will be particularly interested in candidates who:

Qualifications

Essential

- are educated to degree level
- have a recognised accountancy qualification (ACCA/CIMA/ACA) with evidence of CPD

Desirable

- ideally hold a management qualification

Experience

Essential

- have proven experience of leading on strategic financial planning
- have experience of working at a senior strategy level
- have experience of developing and implementing computerised financial management/resource planning and monitoring systems
- have an excellent track record in management ideally in the FE sector or in education generally

Desirable

- ideally possess a current in-depth knowledge of FE sector issues
- ideally have experience in the field of estates and large building projects

- ideally have experience of leading the development to IT strategy and service delivery
- ideally have experience of FE financial systems
- ideally have experience of leading health & safety

Skills and Abilities

- ability to network effectively across the FE sector, with funding bodies, banks and other key stakeholders and to establish high levels of credibility and integrity
- able to motivate others to share a common set of values, and play a lead role within a corporate culture which encourages individuals to work effectively as teams whilst also performing at the very highest levels as individuals
- be a highly effective manager prepared to work hard to ensure that the operation of the College is effective
- be willing to work by example, not standing on ceremony, recognising that strategy and operation are very closely interconnected and that the best managers are those who have the skills to be both strategic but also operational as the situation demands
- have high levels of emotional intelligence, and an ability to empathise with and empower others, whilst being sufficiently clear sighted to understand others' motivation and how to work with them to achieve the necessary outcomes
- must have a commitment to comprehensive post-16 education and training and will have experience in this field. Believe passionately in the entitlement of individuals of all ages to learning of the highest quality, to enable them to achieve their potential
- He/she is expected to live within reasonable proximity to the College and to take an active interest in the community, given the community's interest in the College
- Have considerable levels of energy and stamina. This is not a nine to five job, nor is it a job for someone looking for a restful haven
- have excellent written and verbal communication skills, excellent interpersonal skills, and the appropriate presentational skills to be able to represent the College at the highest levels in the community and, when appropriate, at regional, national and international levels
- A crucial quality for the well-being of the successful candidate and those he/she works closely with is a good sense of humour and an ability to keep everything in perspective

APPLICATION

Fully completed application forms should be submitted online by **12 noon Friday 29 September 2017**. Your application should include a letter of application, addressed to the Chair of Governors.

Please note that we are unable to accept CVs.

Unfortunately, due to the volume of applicants the College receives, we are unable to contact candidates who are not shortlisted for interview. Therefore if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

Interviews

Interviews will be held over two days on **Tuesday 17 and Wednesday 18 October 2017**. Shortlisted candidates will be notified after the closing date (email will be used wherever possible to avoid postal delays). Candidates should ensure that they are able to attend both days, the Governing Body may shortlist candidates across the two days as part of the process.

CONDITIONS OF EMPLOYMENT

Pre-employment Checks

Any offer of employment will be subject to employment references, medical clearance and a satisfactory Disclosure and Barring Service (DBS) clearance (see below for further details of the disclosure procedure).

Remuneration

As one of the largest FE Colleges within the sector we are able to offer a highly competitive salary. This will be negotiable according to experience.

Salary is paid on the last working day of each month comprising salary for the whole month.

Working Hours

The post holder will be expected to work flexibly to fulfil senior management duties and responsibilities.

Annual Leave

Annual leave entitlement will be 35 days and eight public/bank holidays.

Notice Period

The notice period for this role will be three months' on either side.

Christmas Closure

It has been custom and practice for the College to close for a two week period at Christmas each year, with the exception of some external sites due to business requirements. This practice will continue, subject to any future changes in the organisation of College terms/curriculum programmes.

Benefits

The candidate appointed to the post will automatically become a member of the Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme is a defined benefit scheme and includes life assurance cover, and the College will also pay a contribution towards your pension.

Equality & Diversity

Bridgwater and Taunton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and to eliminate unfair discrimination on any basis. This means that we are striving to ensure that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as

'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government department lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The information provided on the Disclosure certificate will be considered by the College to ensure that children and vulnerable adults remain adequately protected. Bridgwater and Taunton College wants to reassure candidates that a criminal record is not necessarily a bar on obtaining a position.

Further information about Disclosure can be found at www.homeoffice.gov.uk/dbs