

Job Title: Deputy Principal - Finance and Corporate Affairs

Background to Post

Northampton College is the leading provider of Further Education in Northamptonshire and financially outstanding. We are ranked 7th nationally for 16-18 timely outcomes, best in region and the South East for adult (non-GCSE) English and Maths and 15th nationally for GCSE English and Maths in the National Achievement Rate Tables. The College was rated as 'good' with outstanding features by Ofsted in October 2018.

Our state-of-the-art campus and reputation put us in a dynamic and unique position to meet both the learning and training needs of individuals and employers.

The College has a turnover of £30 million per year and circa 9500 students and was rated as 'Good' following the Ofsted inspection in October 2018. Operating in a climate of changing and challenging demands of the Further Education sector, including those relating to funding and government policy means the College requires a Deputy Principal of Finance and Corporate Affairs to take a key leadership role in influencing and driving forward the College's future strategy for growth and success. Our financial status is outstanding.

Directorate:	Finance
Location:	Booth Lane
Section/Department/Team:	N/A
Scale of Post:	Executive Manager
Responsible to:	Principal
Responsible for (staff):	Finance, Partnership Development, Management Information [Enrolments, Student Data Services and Examinations], Front of House, Information and Technology and Estates

Job Summary

The Deputy Principal for Finance and Corporate Affairs is a member of the Executive. The role will take a lead in the strategic development of the College, improving quality within financial constraints. The post holder is responsible for the operational management and service delivery of Finance, Partnership Development, Management Information, ICT, Enrolment, Exams and Estates.

Overview of Responsibilities

1. Corporate Responsibility

- To lead on reporting of finances, audit and Estates to the Corporation.
- To contribute to the shaping and delivery of strategic planning for the College.
- To provide on-going operational and strategic plans & vision for all areas of responsibility.
- To deputise as required for the Principal in financial and other responsibility matters.
- To be the lead on the annual development plan for staff, equipment and capital resource allocations across Service Departments to meet corporate objectives.
- To lead on the development of partnership delivery.
- To be responsible for the College's adherence to the Freedom of Information (FOI) Act.
- To have overall responsibility of Estates delivery and development.

2. Development of Services

- To contribute to the work of the Executive Management team in shaping and delivering its strategic aims and objectives.
- To have responsibility of arrangements for the accurate recording and tracking of student enrolments, attendance, retention and achievements.
- To collaborate in arrangements for ensuring the integrity and consistency of student data and to lead in the development of a business development plan in relation to the recording and tracking of student enrolments, attendance, retention and achievements.
- With the Deputy Principal and Principal lead on the development of the strategic plan and development.
- To be responsible for ICT Services within the college.
- To be the Data Protection Officer for the College.
- To lead on Estate development and maintenance to ensure an outstanding learning environment, including the green environment.
- To work with the Manager of Estates to develop and provide support for the College's Accommodation Strategy, to ensure compliance on all critical matters of regulation, evaluating and managing the financial aspects of major capital projects.
- To oversee the management, support, training and development of all support divisions listed above, and for dealing appropriately with any disciplinary or other matters which may arise.

3. Governance, Quality, Risk Management

- To share corporate responsibility for monitoring the performances of all services.
- To support the development of quality standards.
- To ensure the highest standards of corporate reporting are accurate.
- To ensure that all risks are appropriately identified and managed: to take the lead in managing the Risk Register, and reporting to the Audit Committee, the Corporation and other associated activities.

4. Corporate Finance

- To be responsible for the management of all the College's financial systems and procedures in accordance with the Articles of Government, the College's Financial Regulations, and the requirements of the various funding bodies (Skills Funding Agency, Education Funding Agency etc.).
- To advise the Principal and Corporation of significant changes or developments in Government funding priorities and/or changes in funding methodology which may affect the curriculum offer or whole College income.
- To be responsible for the effective management of the College's financial matters, subject to the duties and responsibilities of the Corporation, Audit Committee and members of the Senior Management Team.
- To provide the lead role in the planning, development, implementation and management of high-quality financial monitoring, accounting and financial management systems, including computerised systems.
- To undertake financial planning for the College, in liaison with the Principal and responsibility for advising on funding issues.
- To have responsibility for management of the treasury function on behalf of the institution.
- To have responsibility for preparing an annual College revenue budget and for preparing a capital budget and programme in accordance with the requirements of Funding bodies.

5. Operational Finance

- To prepare financial returns to the funding agencies and to other outside bodies, as required.
- To ensure funding returns are prepared and submitted in accordance with the funding body requirements.
- To present budget estimates and drafts to the Executive Management Team and Governors.
- To have responsibility for introducing, sustaining and developing computerised and other financial systems and for generating financial reports.
- Accountable for the maintenance of accurate records of expenditure and income and ensuring budget holders are informed of up-to-date information with regard to their devolved budget and their accounts.
- To manage the accounts of any other subsidiary or associated companies.
- To oversee all cash handling and banking arrangements for the College.
- Accountable for the maintenance and reconciliation of balance sheet accounts.

- To oversee the development of fees policy and systems for all fees collection.
- To carry out value for money audits within the College as required.
- To offer advice in respect of costing and viability of projects including the required accounting and reporting systems.
- To lead on submitting bids for funding and be responsible for the financial management if successful.

6. General

- To carry out his/her duties and responsibilities, to include the following of standard College Equal Opportunities, Health & Safety, Safeguarding, Smoking and Quality Policies.
- To undertake any training relevant to the efficient execution of any of the above duties and tasks, and to take responsibility for the postholder's own professional development.
- To undertake any such other, broadly analogous tasks as the Principal may from time to time determine, or the demands of the College require.

EMPLOYMENT INFORMATION - Management Spine

This post is subject to Northampton College, Conditions of Service for Management scale and a twelve-month probationary period. On completion, you will be expected to participate in the College's appraisal system.

All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed.

Please note that if this post requires unsupervised access working with children under 18 years and/or vulnerable adults, if appointed you will be required to complete a criminal record check by the Disclosure and Barring Service (DBS).

Hours of Duty: A minimum of 37 hours per week

Salary: Competitive salary
Depending on skills, experience and qualifications

Holidays: Holiday entitlement will be 43 days per holiday year (1 September - 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year.

To arrange an informal discussion with our CEO and Principal, please contact Nicky Johnson on 01604 734055 or email her at Nicky.Johnson@northamptoncollege.ac.uk

If you would like to be part of our successful team, to apply and to see further supporting documents to help with your application, please go to www.northamptoncollege.ac.uk

Closing Date: Monday 5th July 2021

Interview Date: Monday 12th and Thursday 15th July 2021

We strive to achieve diversity in our staff to reflect the community we serve

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

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	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • CCAB qualified Accountant • Evidence of continuous personal development 	<ul style="list-style-type: none"> • MBA or equivalent
Experience	<ul style="list-style-type: none"> • Substantial successful, senior experience of the control of finances for an organisation with an annual minimum income of £25 million • Experience of reporting at Board level • Evidence of identifying business development opportunities with external stakeholders resulting in increases in existing/new income generation streams • Evidence of successfully working in a leadership role and affecting/leading change on large scale corporate initiatives • Evidence of leading on development of management information/associated internal systems • Experience of delivering Quality processes 	<ul style="list-style-type: none"> • Experience of working in a further education organisation • Proven achievement of developing a company's reputation and brand through effective leadership of a marketing function • Comprehensive knowledge of funding methodologies/streams within the Further Education sector and evidence of maximising income generation through these channels
Skills and Abilities	<ul style="list-style-type: none"> • Effective leadership skills - ability to motivate teams • A high degree of business acumen/entrepreneurial experience • An appreciation of the management information requirements of a large diverse education organisation and an up to date knowledge of the systems needed to meet these requirements • Excellent communication and interpersonal skills leading to the engagement of staff and high-performance working practices of those teams for whom the post holder will be responsible • Ability to travel to other College sites/stakeholder premises as and when required • Ability to maintain living arrangements that are fully compatible with the requirements and responsibilities of a senior leadership role 	
Competencies	<ul style="list-style-type: none"> • Able to take responsibility for corporate decisions • Able to plan strategically and translate vision into practical reality • Excellent presentation skills with the ability to engage and influence diverse audiences • Excellent organisational and time management skills to meet competing priorities • Able to take 'tough' decisions, calculate risks and complete the actions • Able to manage staff teams to excel 	