

STRICTLY PRIVATE AND CONFIDENTIAL

Job Description and Person Specification

Post: **INTERIM - VICE PRINCIPAL FINANCE AND RESOURCES (SENIOR POST HOLDER)**

Date: July 2022

Accountable to: Governing Body

Responsible to: Principal and Chief Executive

Salary: Competitive

Line management responsibility for:

Finance Manager, Human Resources Manager, Access Manager.

Main purpose and scope of post:

To lead the direction and management of College resources and finances in line with the College's strategic ambitions and priorities, ensuring all business support areas provide the highest quality service to support outstanding outcomes for students in a caring and inclusive environment.

1 Responsibilities and accountabilities - General

- Work with the Governors, Principal/CEO and Senior Leadership Team (SLT) in developing the College's strategic ambitions, priorities and key performance indicators
- Work with the Principal/CEO to establish effective, pro-active and flexible planning and implementation to deliver the College's strategic priorities and achieve College targets
- Work collaboratively with SLT colleagues in the development of new business models and new business opportunities
- Be a role model in maintaining a positive culture that embeds the College's values through highly effective communication processes, and ensures that students and staff feel valued, safe and supported
- Lead the development of plans, policies and procedures for all areas within scope of the post and ensure compliance across the College
- Represent the College positively and effectively in external partnerships and networks as agreed with the Principal/CEO
- Provide expert advice to Governors and SLT in interpreting stakeholder policy (including Local Authorities, Government and funding agencies) for all areas within scope of the post
- Agree, monitor and manage all budgets within scope of the post so that financial targets are met and efficiencies are maximised
- Provide accurate and timely reports to SLT and Governors in line with the business cycle for all areas within scope of the post
- Demonstrate exemplary communication practices and ensure that individuals in teams within own areas of responsibility are supported to maximise their effectiveness through continuing professional development
- Manage teams within own areas of responsibility to implement the College's human resources, health and safety and safeguarding policies

- Develop and line manage the relevant operational managers associated with areas of responsibility
- Deputise for the Principal/CEO as and when required
- Take responsibility for own continuing professional development as agreed with the Principal/CEO
- Undertake rigorous self-assessment of all areas within scope of the post and raise standards through continuous pro-active quality improvement
- Participate in the on-call duty rota as required and agreed

2 Responsibilities and accountabilities – Finance

- Lead the setting of the College’s annual budget
- Lead the processes for financial forecasting, financial control and budget monitoring
- Lead all finance functions and services, including purchasing, payments, payroll, pension, income collection, banking and treasury measurement, insurance and all associated authorisations and controls
- Provide assurance to the Chief Accounting Officer of full compliance across the College with all financial processes, regulations and relevant legislation
- Produce the College’s annual statutory accounts
- Be the main contact for the College’s internal and external auditors
- Lead the production of timely and accurate plans, reports and returns to funding agencies and others as required
- Lead on risk management for the College
- Ensure all project proposals are fully costed to confirm the financial viability of the proposals
- Work with the SLT to investigate and recommend where appropriate options for the delivery of finance mechanisms to the College
- Drive the College’s strategy for income and contribution diversification
- Work effectively with the Principal/CEO and other senior leaders to manage and/or develop funding opportunities to support the strategic aspirations of the College
- Act as Company Secretary for wholly owned subsidiary companies as and if necessary

3 Responsibilities and accountabilities – Technical Estates and Facilities

- Produce the College’s accommodation strategy with support from the Director of Estates and Technical Services
- Support the delivery of the accommodation strategy, working with the senior leadership team to ensure affordability and that it meets the needs of the curriculum, students, staff and other stakeholders

4 Responsibilities and accountabilities – Management Information Service (MIS) and Data Protection

- Work with the Vice Principal Quality and Curriculum to ensure a data driven and cost-effective approach to curriculum development and quality improvement
- Be the strategic lead for the provision and oversight of the MIS function
- Ensure funding allocations are managed effectively, funding agreement targets are met and funding efficiencies are maximised
- Ensure all student data and funding reports and returns are accurate and timely
- Direct effective working relationships between the MIS and technical resource functions
- Ensure the effective operation of the examinations systems
- Provide assurance to the Chief Executive Officer that the College is compliant with data protection law
- Be the lead in the College data protection and GDPR compliance

5 Responsibilities and accountabilities – Human Resources

- Be the strategic lead for human resources, to ensure the effective implementation of all relevant policies and procedures to support a high standard of service to staff, SLT and Governors and to meet all relevant legislative requirements.

6 Responsibilities – DSA Service

- Be the strategic lead for the College on the development of DSA Assessment Services
- Ensure that there are sufficient resources allocated to the DSA Assessment Service for it to meet its service standards

7 Responsibilities and accountabilities – Other

- Oversee the management of contracted out facilities services
- Carry out any other reasonable duties requested by Governors and the Principal/CEO

PERSON SPECIFICATION - VICE PRINCIPAL FINANCE AND RESOURCES

Qualifications	Essential	Desirable
Membership of chartered accountancy body	•	
Recognised management qualification		•
Evidence of recent relevant CPD	•	
Knowledge and understanding		
Thorough understanding of funding methodologies and related data requirements	•	
Clear understanding of college curriculum funding methodologies	•	
Clear understanding of care provision funding methodologies		•
Knowledge of the issues associated with estates management and accommodation strategies		•
Clear understanding of the legal requirements associated with being Company Secretary		•
Clear understanding of the principles of human resources management and employment legislation		•
Detailed understanding of the principles and associated legislative requirements of health and safety		•
Extensive knowledge of all current financial and statutory accounting standards	•	
Knowledge of taxation, treasury management, insurance and risk management	•	
Experience		
Successful senior leadership and management of finance and other functions	•	
Proven track record of setting and achieving objectives	•	
Proven track record of leading transformational change		•
Successful financial and budget management	•	
Evidence of management and submission of successful funding/procurement bids		•
Proven track record of highly effective collaborative work with colleagues	•	
Skills and attributes		
Strong and energetic commitment to driving and delivering continuous quality improvement	•	
Flexible and positive team player	•	
Excellent problem solving and decision-making skills	•	
Excellent written and verbal communication skills	•	
Effective ability to organise and plan	•	
High level ability to think and work strategically internally and externally	•	
Highly positive role model for living the values of respect, promoting equality and valuing diversity	•	
Ability to motivate, inspire and influence stakeholders	•	
Advanced level IT skills	•	