

Post Title: Director of Finance
Team: Finance team
Line Manager: Chief Operating Officer
Grade: 47 - 53 (£48,731pa to £58,146pa)
Hours per week: 37 hours
Location: Nuneaton – Travel to other sites will be required

PURPOSE OF THE JOB

To be responsible for all financial arrangements, of the College, its subsidiaries and associated organisations and ensure they meet statutory, regulatory and auditing requirements.

To liaise with colleagues and external bodies to ensure that internal controls, systems, processes and business practices accurately reflect the diverse activities of the College, its subsidiaries and associated organisations.

To ensure that the financial analysis and reporting is maintained and developed to reflect best practice in the sector.

To be responsible for corporate risk identification, evaluation and management processes.

To support to the development of a commercially-focused financial strategy, the management of assets and resources, and business planning.

To deputise for the Chief Operating Officer as required

KEY CONTACTS AND RELATIONSHIPS

Internally:

- SMT members
- SLT members
- Executive Team
- Board / Corporation
- CIS
- Commercial and Employer Partnership
- HR / Estates / CIS
- Curriculum leads
- MAT Principals and Business Managers

Externally:

- ESFA & Funding Bodies
- Auditors
- Banks and Fiscal Bodies
- FD network

MAIN DUTIES AND RESPONSIBILITIES

Specific for post

The post holder will be required to work closely with and deputise for the Chief Operating Officer. Responsibilities include the following accountabilities:

1. To lead on the development of a Finance structure that develops expertise across the team

2. To proactively support the scoping and validity testing and implementation of a shared services arrangement
3. To be responsible for the integrity of all the financial systems and processes that feed into the accounting process
4. To analyse and report upon contribution targets
5. To produce, within agreed timescales, management accounts, Forecasting, budgeting and statutory accounts for the College, its subsidiaries and associated organisations within approved management, statutory, regulatory and auditing guidelines. Reports should reflect good practice and include KPIs
6. To manage cash flow, bank covenants, capital borrowing facilities and make treasury management recommendations to the Chief Operating Officer.
7. To lead on the budget setting and monitoring processes and the generation of the five year financial plan within the planning cycle, ensuring that it delivers financial targets and incorporates all activities the organisation is, or is planning to be, involved in.
8. To monitor efficiency throughout the College and its subsidiaries and associated organisations relative to budgeted expectations, carrying out specific reviews of operational areas as requested by the Chief Operating Officer.
9. To be responsible for all VAT, PAYE, Corporation tax and other related tax matters for the College, its subsidiaries and associated organisations.
10. To reconcile the output from the finance system to other key systems across the organisation, including the CIS and HR systems, and bring them together in a co-ordinated scorecard of quantifiable performance.
11. To be the main operational contact for all auditing activities across the organisation relating to financial controls, systems and processes and specifically ensure compliance with Financial Regulations.
12. To be accountable to work with the Customer Services team who process Bursary / 24+ loans to allocate, monitor and report upon performance
13. To be responsible for corporate risk identification, evaluation and mitigation, to include management processes across the College, its subsidiaries and associated organisations.
14. To ensure that professional indemnity and adequate insurance cover is maintained in respect of buildings, grounds, and contents in respect of public, employers and other various liabilities. Negotiate terms and premiums as necessary with the relevant advisors and ensure all claims are effectively managed.
15. To be responsible for ensuring inter-organisational consistency and co-ordination in financial and business planning, policies and procedures including intra-group transfers and pricing, group wide capital development appraisal and financing
16. To develop and maintain Financial Regulations and departmental financial procedures, to ensure they continue to reflect good practice.
17. To carry out benchmarking reviews and propose/implement improvements giving greater efficiency, effectiveness and value for money.

18. To carry out other duties as required and as may be reasonably be expected as commensurate with the grade of the post.

Generic for level

As an SMT leader, it is essential that the post holder act as an excellent role model. Whilst not an exhaustive list it is anticipated that this will be achieved by ensuring:

1. Proactive engagement with strategic planning and deployment, demonstrating functional wide accountability, and informing and supporting the Chief Operating Officer
2. Communication mechanisms are in place and effectively utilised throughout all areas of functional responsibility to ensure (internally and externally):
 - a. effective reputation management
 - b. sound conveyance of college strategic plans and performance updates to secure staff engagement
 - c. proactive networking
3. Effective financial management is in place to ensure delivery that is:
 - a. in line with budgetary targets
 - b. in accordance with College financial regulations
 - c. in support of income generation targets
 - d. in support of College efficiency targets
4. Individuals and all teams are led and developed to ensure:
 - a. promotion of a positive, inclusive ethos with a shared commitment to practicing Equality of Opportunity and a shared commitment to challenging and preventing stereotyping and prejudice
 - b. effective utilisation of staff resource
 - c. functional commitment to effective performance management e.g. regular performance reviews / promotion of staff development / proactive talent management & succession planning
 - d. teams led by an effective coach who inspires individuals to achieve performance excellence
 - e. collaborative, cross college working
5. Functional engagement in effective self-assessment, proactive participation in and in support of quality review processes, and that the area is well represented through inspections and audit processes
6. Functional operations take a proactive approach to risk management including:
 - a. Promotion of high standards of health, safety and welfare
 - b. Ensuring processes and practice afford for appropriate use and safeguards to protect data
 - c. Effective distribution of tasks and activities to ensure workloads are managed fairly, and that processes are secure and protected from abuse or neglect
 - d. Ensuring the mutual responsibilities to safeguard staff and learners are understood by all, who are required to maintain fluency with current procedures, structures and reporting processes
7. Accountability to act in line with the standard of expectations for a Duty manager / SMT member at all times

SAFEGUARDING AND PROMOTING WELFARE OF CHILDREN

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. 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. The post holder must be aware of the College's policies which safeguard and promote the welfare of children, and adhere to their guidelines. DBS will be required for all roles at the college.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signature: David Poole

Date: April 2019

PERSON SPECIFICATION

Qualifications (incl. membership of professional bodies)	Essential / Desirable	Measured By: a) Application form b) Selection Process
Educated to 1 st degree level (or equivalent)	D	A B
Masters level qualification (or equivalent)	D	A B
Fully qualified accountant (ACA, ACCA, CIPFA, CIMA, CCAB or equivalent).	E	A B
Experience		
Experience of managing the finances of a large and diverse organisation within regulatory guidelines	E	A B
Extensive commercial expertise	E	A B
Experience of developing systems and processes to generate efficiency and coherence.	E	A B
Strategic development and implementation of plans	E	A B
Line management of multi-focused teams within a function	E	B
Experience of responding to and managing change constructively	E	B
Knowledge, skills and behaviour	E	
Leader who consistently displays role-model behaviours	E	B
Competent presenter, networker and reputation manager	E	B
Delivers solutions that promote customer focused outcomes and outstanding returns on investment	E	B
Empowers teams to deliver innovative solutions	E	B
Collaborative partner who seeks win-win solutions	E	B
Resource investigator able to horizon scan, unearth opportunities and create innovative responses	E	B
Stays informed and up to date with funding changes and policy development	E	B

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.