

JOB DESCRIPTION

Job Title	Director of Finance
Salary Scale/Grade	
Responsible to	Chief Operating Officer
Date of Job Description	19.07.2022

Purpose

- To lead and manage the College's finance function including payroll.
- To lead and manage the deployment and management of the College's finances to ensure that the College remains financially sustainable.
- To ensure that the payroll is correct and paid on time.

Main Duties and Responsibilities:

- To lead the financial management of the College to ensure its solvency, safeguard its assets and invest regularly for the benefit of students and staff.
- To work collaboratively with the Senior Management Team (SMT) to contribute to the achievement of the College's strategic objectives.
- To ensure that those elements of the strategic objectives that are within the post holder's area of responsibility are monitored and delivered to agreed deadlines.
- To provide line management for the finance team including payroll and where applicable, support them in executing their line management responsibilities effectively, including the efficient and effective deployment of staff and physical resources.
- To ensure efficient and effective College financial management, including oversight of financial operations; preparation of the monthly management accounts and forecasts; preparation of annual budgets and reports; preparation of the annual financial statements; and meeting the requirements of the ESFA and other agencies.
- To lead on the audit of the financial statements with the external auditor.
- To lead on the audit of financial controls with the internal auditor.
- To lead on financial control over subsidiary companies.
- To lead on LGPS arrangements with the County Council.
- To ensure that insurances are up to date and demonstrate value for money.
- To be responsible for the payroll, ensuring its accuracy and timely payments to staff.
- To ensure operational efficiency and good value for money of the College, including the smooth running of financial systems and processes.
- To develop and manage financial systems that ensure effective monitoring, reporting and control of income and expenditure and which reflect a commitment to achieving value for money.
- To 'horizon scan' for funding opportunities and to monitor the financial aspects of the full range of the College's development bids.

- To understand and manage the complexity of (and potential conflicts between) the funding priorities of the City of Portsmouth College and its funders, partners, and stakeholders.
- To be responsible for coordinating and preparing strategic and operational plans and associated ESFA requirements, including risk management and contingency planning.
- To manage the strategic and operational links with ESFA, the Local Authorities and other agencies for funding, planning and related matters.
- To ensure College systems operate effectively to meet its statutory responsibilities in relation to the areas covered by this post, and ensure the College receives up to date and accurate advice on all resource-related matters.
- To develop a long-term finance strategy in addition to a three-year financial plan ensuring the financial viability of the College.
- To ensure effective planning, monitoring and management of capital projects.
- To work closely with capital project managers and understand and be able to articulate the financial implications of any capital project.
- To be responsible for the planning and monitoring of project finances and reporting on progress to SMT, governors and other stakeholders.
- To prepare reports for the CEO/Principal, Chief Operating Officer, SMT, the Corporation and its committees.
- To deputise at meetings of the Corporation and its committees as required.
- To undertake responsibility for management of the College, including participation in duty manager rota that may include evenings and weekends.
- To contribute to the formulation of College policies, practices, and strategic development.
- To work with colleagues to shape and influence staff culture and communicate ownership of College policies.
- To participate in staff recruitment and selection, mentoring, coaching and performance review procedures.
- To ensure the flow of accurate and timely information to and from staff managed by this post.
- To attend conferences and meetings as required from time to time and represent the College at external groups both nationally and in the local community.

Quality, Standards and Compliance:

Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements.
- To lead attend and participate in monthly team meetings.
- To work as part of the team to create an inspiring environment with an open communication culture.
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.
- To ensure College finance services meet the needs of students in their learning environments and in the public areas of the College.
- To develop and implement strategies to ensure excellence in the quality of finance services.
- To lead the self-assessment process and development planning for the finance function.
- To lead the preparation for, and management of, external evaluations, including those by the ESFA and auditors, implementing improvements as required.

- To contribute to the planning and delivery of staff development for finance staff.

Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area.

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values.

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children.

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality.

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments.
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied

from time to time provided they do not change the general character of the job level or responsibility entailed.

PERSON SPECIFICATION

Job Title	Director of Finance		
Department	Finance		
Salary Scale/Grade			
Criteria	Description	Essential Desirable (E/D)	Assessed By Application Interview Test
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Educated to degree level or Professional Qualification	E	A
	Recognised professional accountancy qualification	E	A
Experience	Significant experience of leading and managing a finance function	E	A/I
	Successful financial planning and management in a complex organisation	E	A/I
	Successful contribution to the achievement of challenging organisational goals	E	A/I
	Sound project management experience/skills	E	A/I
	Successful management of large capital projects	D	A/I
Skills, knowledge, and competencies	Understanding of management information systems	D	A/I
	Understanding of statutory and legislative framework and the implications for College management	D	A/I
	Understanding of the financial issues involved in formulating and implementing a rigorous and robust financial plan which will ensure the financial stability of the College.	E	A/I/T
	Full understanding of FE funding methodology.	D	A/I
	Able to successfully lead and manage a diverse team of Finance professionals including setting and monitoring objectives	E	A/I
	Ability to think strategically	E	A/I
Ability to initiate and manage change in line with strategic planning and corporate objectives	E	A/I	

	Able to manage time effectively, establish priorities and work deadlines	E	A/I
	Ability to manage College resources in a cost-effective manner	E	A/I
	Excellent analytical and problem-solving skills, including the ability to prepare, present and interpret complex reports.	E	A/I
	Ability to work under pressure and to organise and prioritise workload to achieve deadlines.	E	A/I
	Good verbal and written skills and excellent interpersonal skills and an ability to communicate with a wide range of people	E	A/I
Personal Characteristics	Committed to developing and leading Finance colleagues to support College goals and objectives	E	A/I
	Committed to sharing good practice and leading by example	E	A/I
	Professional approach to work and appearance	E	A/I
	The ability to act with Integrity –displaying a fair, open and honest and accountable	E	A/I
	The ability to adopt an Ambitious approach – using innovation and creativity to realise the College’s vision.	E	A/I
	A commitment to Inclusion – demonstrating an open, welcoming and supportive attitude to Colleagues and Students.	E	A/I
	Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E	A/I
	Commitment to excellence and quality	E	A/I
Other	A commitment to safeguarding and the wellbeing of learners	E	A/I
	This post is subject to an enhanced Disclosure and Barring Service check.	E	A/I
	Familiarity with up-to-date Finance good practice	E	A/I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.