

The Northern College

Job Description

Post Title: Assistant Principal - Finance and Business Services

Grade/Salary: Executive Leadership Grade Points 1-5
£66,258 - £76,559

Responsible to: Principal & Chief Executive

Work arrangements: 36 hours per week, 52 weeks per year
You will be required to work such hours that are reasonable necessary for the proper performance of your duties.

Purpose of the Role

The role of the Executive Leadership Team is to drive the success and sustainability of the College.

The post holder will work closely with the Principal & Chief Executive, AP Curriculum and Market Development and the AP Student Experience to achieve this outcome through the successful design and delivery of the annual business plan and by leading the College Ambition.

This Executive Leadership role is responsible for the Finance, MIS and ICT departments, and for leading the successful implementation of the Business Systems Strategy and the New Income Strategy.

This role will be the Treasurer for the college, leading its financial stability, ensuring a sound financial position to deliver the College Ambition, with direct accountability to the Board of Governors.

The post holder will provide direction and leadership on the development of College finance, MIS and ICT to ensure that business systems and processes are aligned, student centred, and support College priorities.

Main Duties

- 1 To provide outstanding leadership, driving the successful provision of finance and business services across the college to meet the needs of students, enabling Heads of department within Finance, MIS and ICT to provide exemplary services and an outstanding student experience.
- 2 To advise the Board of Governors, Board Committees and the Principal & Chief Executive on all matters relating to the finances of the College.
- 3 To lead on the production of the College's annual statements, management accounts and financial reporting, ensuring financial planning informs and drives decision making across the College.
- 4 To support the Head of Finance to develop and maintain sound financial processes across the College.
- 5 To lead on the College's annual revenue and capital budgets and three year forecast in consultation with budget holders.
- 6 To lead on business planning and forecasting processes for the College, working closely with the others members of ELT to agree these, and the College Leadership Team (CLT) to deliver.
- 7 To lead on the preparation of the college's funding claims and returns for the ESFA and other statutory bodies, working with the Head of MIS and the Head of Finance to ensure that the College's accounting requirements placed on it by funders are followed, returns are accurate and timely to maintain the College's funding status.

- 8 To develop a New Income Strategy that drives income generation and informs curriculum planning, working with members of the CLT to ensure its successful implementation and delivery.
- 9 To oversee the effective production and delivery of the Business Systems Strategy and support the Heads of Finance, MIS and ICT to successfully implement the strategy and drive whole College developments in business processes to improve the student experience.
- 10 To lead on internal and external audit, ensuring that audits are carried out as appropriate and recommendations are implemented across the college and drive improvements.
- 11 To lead and drive Risk Management and Business Continuity processes, developing plans and registers at College and Department level as required to ensure a robust approach to disaster recovery, and ensuring members of CLT regularly identify and monitor key factors to mitigate against risk.
- 12 To lead and oversee the College's legal obligations, including the development of the College's Financial Regulations and Procurement procedures, ensuring that legal compliance is embedded into College processes.
- 13 To lead on the effective monitoring of externally funded projects, ensuring that members of CLT deliver project outcomes and ensure funding is drawn down.
- 14 To act as the lead for the College's recognised pension schemes, working with the Head of HR to ensure that changes to the schemes are planned for and implemented across the college.
- 15 To be the College lead for the legal and business arrangements in the tripartite relationship with the National Trust and Barnsley Council, working closely with the Head of Estates, ensuring legal compliance and representing the best interests of the College.
- 16 To work closely with the Assistant Principal for Curriculum, Quality & Market Development (AP CQMD) to direct and lead curriculum change across College to address local & national curriculum priorities, digital technologies, income generation and the requirements of devolution.
- 17 To oversee all aspects of the development and delivery of the annual plan for Finance and Business Services including setting and achieving annual targets to achieve outstanding student outcomes and destinations, and excellent value for money.
- 18 To work with the AP CQMD to establish the appropriate level of staffing and resources to support the agreed curriculum plan, meeting or exceeding the yearly contribution across departmental budgets.
- 19 To provide ongoing support and challenge to Heads of Finance, MIS and ICT, through performance monitoring, management and 1-1 meetings to ensure performance is scrutinised and actions to improve are followed through, maintaining a clear focus on student outcomes, progression & experience.
- 20 To work with other members of the Executive Leadership Team to ensure that recruitment and budget targets are met and to devise and implement appropriate strategies through performance management to address any recruitment shortfall during the year and by year end.
- 21 To conduct negotiations with funding bodies and other stakeholders on matters relating to Finance, MIS and ICT.
- 22 To develop effective external relationships with internal and external auditors, the College's bankers, local authorities, community & voluntary organisations, employers and other stakeholders to position the college for business growth and investment leading to further income generation.
- 23 To represent the College at national, regional and local levels to ensure its effective promotion in Finance, MIS and ICT.

- 24 To deliver reports, statistics and other documentation as required by the Principal and Chief Executive, Board of Governors and Board and College Committees.
- 25 To lead operational committees and performance monitoring as required.
- 26 To provide strategic, senior level leadership to all direct reporting functions.
- 27 To appraise, mentor and support direct reports.
- 28 To deputise for the Principal and Chief Executive as appropriate.
- 29 To provide cover as required on a rota basis at the following times:

Weekend management rota
24 hour off-site management rota

- 30 To demonstrate a strong commitment to self-development and undertake professional development as required, and through this, encourage all staff to develop and contribute to the achievement of College priorities.
- 31 Promote effective communication and open dialogue with others.
- 32 To observe all College policies, procedures, working practices and regulations, and in particular to comply with the College's Equality and Diversity Policy, Health and Safety Policy, Financial Regulations, Safeguarding Policy and Code of Conduct.
- 33 To personally work to and lead on the effective implementation of all cross College policies and procedures, ensuring that all staff in the area are aware of developments, follow College policy, and implement change where required.
- 34 Any other duties which do not change the nature and purpose of the post which may be delegated to the post holder from time to time by the Principal and Chief Executive.

Employee Name:	Signature:	Date:
Line Manager Name:	Signature:	Date: