

Northern College
Person Specification
Assistant Principal – Finance and Business Services

Category	Essential/ Desirable	Description	Means of Assessment Application Form - A Interview - I
Knowledge and Experience	Essential	Proven experience of working as a Director of Finance & Resources or equivalent role and being part of a senior team.	A/I
		Experience of successfully leading and managing change, people, finance and business systems, to achieve excellence.	A/I
		Significant strategic vision and planning leading to organisational change, whilst maintaining staff engagement.	A/I
		Proven record of financial leadership and management that has driven accurate budget planning, forecasting and budget holder ownership, leading to whole organisation efficiencies.	A/I
		Evidence of innovative and broad business planning and delivery to achieve excellent results whilst also realising efficiencies.	A/I
		Experience and ability to use financial management systems.	I
		Knowledge and experience of delivering audit requirements.	A/I
		Experience of developing risk management and business continuity processes.	A
		Proven track record of developing, promoting and effectively delivering new business opportunities leading to income generation.	A
		Proven and demonstrable experience of critical thinking and the ability to apply this to affect change.	I
An understanding of the FE education sector	A/I		
	Desirable	Experience of being a strategic lead on Management Information Systems (MIS) and Information Communications Technology (ICT).	A/I
		Experience of leading and operating a student record system, for example Unit-e.	I
		Knowledge of post-16 funding.	I

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Skills and Abilities	Essential	Strong people management skills with evidence of managing significant change programmes leading to a motivated workforce.	A/I
		Outstanding leadership qualities that inspire others to embrace and implement plans with energy and enthusiasm	I
		The ability to challenge existing practices and to lead on developing and implementing new initiatives	I
		Excellent interpersonal and communication skills in dealing and collaborating with colleagues, partner organisations, the community and other stakeholders.	I
		A positive and enthusiastic outlook with the energy, drive and determination to succeed.	I
		Resilient to manage effectively in a changing and demanding environment.	I
		Ability to analyse data and implement appropriate strategies to promote improvements and raise standards.	A/I
		Financially astute, with an understanding of the impact of funding and budget changes to market & curriculum development, quality improvement and delivery.	A/I
Training and Education	Essential	ACCA qualified or relevant equivalent	A
		Evidence of continuous professional development activities and a commitment to ongoing development.	A
	Desirable	Management or professional qualification.	A
		Degree level qualification in a relevant subject or equivalent.	A

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Other Requirements	Essential	Commitment to the mission and values of the college	A
		Commitment to providing outstanding customer service and the desire to see work completed to a high standard	A
		Understanding of and a commitment to equality and diversity	I
		An understanding of the importance of safeguarding (including the Prevent duty) and a commitment to maintaining a safe learning environment within the College	I
		High level of personal integrity and confidentiality	I
		Willingness to work flexibly	I