

ROLE DESCRIPTION

(This is a description of the job as it is at present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description commensurate with your grade/level in the organisation after consultation with you.)

POST TITLE: Associate Principal - Finance

CONTRACT: Permanent

HOURS: 37 hours per week

CENTRE: Washington

RESPONSIBLE TO: Chief Operating Officer

RESPONSIBLE FOR: Finance

PURPOSE:

1. Work as a key member of the College's Senior Leadership Team, playing a central role in the development and implementation of the College's Strategic Plan.
2. Working with the Chief Operating Officer, take a proactive and dynamic leadership role to transform the college's finances to outstanding financial health, including through the successful implementation of an ambitious and achievable liquidity strategy.
3. Significantly enhance the quality of financial reporting and analysis to the executive leadership team and the Governing Body.
4. Devise, lead and implement a significantly strengthened approach to communicating and liaising with internal and external stakeholders and ensure the customer experience is outstanding.
5. Lead on improving organisational efficiency and competitiveness through the outstanding management of our financial and corporate services.
6. Work closely with the Chief Operating Officer on impactful investment planning, facilitating institutional priorities and providing institutional assurance.
7. Take a key leadership role within operational and resource management (across all curriculum and business support areas) to ensure the achievement of accurate income and expenditure plans that feed into the planning and achievement of the overall College financial plans and budgets.
8. Work closely with the executive leadership team to ensure a positive financial and operational performance, reporting to the Governing Body and its subcommittees.

MAIN DUTIES:

Finance, Funding and Resources

1. Directly responsible for the strategic and operational leadership and management of the Finance, Procurement and Payroll departments, including improving organisational efficiency of service delivery, management reporting, systems and processes.
2. Lead the production of timely, accurate income and expenditure, capital investment and cash flow plans that feed into the planning and achievement of the overall College financial strategy.
3. Work closely with the Chief Operating Officer to ensure the financial strategy is in line with the requirements of the Governing Body and relevant national guidance; ensuring resources are effectively acquired, managed, deployed, and developed.
4. Lead all operational aspects of the annual budget setting process and support the Chief Operating Officer in the annual curriculum planning process.
5. Ensure the timely preparation and completion of the College's three-year financial forecasts and work closely with the Chief Operating Officer to return the college to good financial health, ensuring a high degree of accuracy between actual and forecast budgets.
6. Ensure timely and accurate monthly reporting on financial and operational performance, reporting to the Chief Operating Officer.
7. Lead the preparation of the year-end accounts for approval by the Governing Body.
8. Work closely with the Executive Director of Information & Registry Services to ensure funding delivery is on track and any clawback is avoided.
9. Work closely with the Associate Principal People and Resources and lead collaboratively with Executive Directors to ensure the development of specific group-wide three-year physical resource plans that are factored successfully into financial / curriculum planning and implemented.
10. Support the Chief Operating Officer in actively ensuring all commercial activities make a positive financial contribution and provide high-quality services for stakeholders.
11. Lead the College's payroll, insurances, banking and borrowing arrangements.
12. Support the Chief Operating Officer in ensuring successful delivery of operational and financial performance on key contracts with major funding bodies such as the ESFA and OfS.
13. Ensure the development and maintenance of comprehensive documented financial systems and procedures.
14. Lead a robust approach to the maintenance and monitoring of an up-to-date asset register for the group.
15. Produce capital appraisals to support the college capital planning process.
16. Project lead and successfully implement capital projects, bids and strategic investments.
17. Advise and support members of the College's Governing Body in the discharge of their duty for the safe stewardship of assets.
18. Keep abreast of national policy and practice affecting operations in the FE sector, including relevant legislation, and informing strategy and delivery in the College accordingly.

Compliance, regulation, Audit and Risk

1. Lead with integrity, ensuring the College complies with the relevant legislation regarding all its financial regulations and procedures.
2. Ensure Financial Regulations provide adequate regulation and control, and any amendments or exceptions are reported to the Chief Operating Officer.
3. Identify and evaluate finance related risks, developing options and strategies to manage and mitigate them.
4. Take the lead on finance-related external and internal audit matters, working with the College's internal auditors and the Chief Operating Officer.

Leadership and Governance

1. Working closely with the Chief Operating Officer, ensure the Chief Executive is well informed of progress made towards achieving outstanding financial health and strong liquidity.
2. Provide information, insight, and advice to managers across the College on the efficiency of operations, enabling them to optimise their own areas of responsibility.
3. Support the production of capital funding bids, capital projects and strategic investments.
4. Participate in corporate management and governance, including attending the Governing Body meetings and any committees as required.
5. Keep abreast of national policy and practice affecting the financial aspects of the FE sector and provide input into financial strategy accordingly.
6. Build and maintain positive relations with internal and external stakeholders - this includes lenders, suppliers and the Education and Skills Funding Agency (ESFA).
7. Lead people within the area of responsibility to ensure high performance, clarity and accountability, timely support for successful professional development.

OTHER DUTIES

1. Deputise for the Chief Operating Officer and represent the College at a strategic level on financial matters as required.
2. Play a full part in the general life of the College community and encourage staff and students to follow this example.
3. Take on the role of director or trustee of external organisations which are of interest to the College and agreed with the Chief Operating Officer.
4. Develop and maintain personal professional standards and expertise, undertaking relevant and regular professional development.
5. Take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults.
6. Work at any of the College sites on a temporary or indefinite basis.
7. Undertake such duties as are reasonably allocated including oversight of other college functions where required, appropriate to the grade of the post.

The abovementioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be determined by the Principal and the Corporation.

Specific aspects of this Job Description will be refined in the light of the postholder's particular areas of expertise and after discussion with him/her.

Signed.....

Date.....

| PERSON SPECIFICATION – Associate Principal Finance | ASSESSMENT METHOD | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|--|-------------|-----------------------|-----------|-------------------|
| | Essential | Desirable | | Certificate | Application Documents | Reference | Selection Process |
| Qualifications | | | | | | | |
| A first degree of equivalent | | ★ | | ★ | | | |
| A recognised CCAB qualification | ★ | | | ★ | | | |
| Level 2 maths and English | ★ | | | ★ | | | |
| A management qualification | | ★ | | ★ | | | |
| Experience | | | | | | | |
| A minimum of three years post qualification experience in accountancy | ★ | | | | ★ | ★ | |
| A track record of delivering and developing diverse professional services within a large and/or complex organisation | ★ | | | | ★ | | ★ |
| Experience of transforming financial performance and continuously improving financial processes and systems | ★ | | | | ★ | | ★ |
| Experience of working at senior management level and supporting strategy development, risk management and engaging internal and external stakeholders. | ★ | | | | ★ | | ★ |
| Experience in planning and monitoring and delivering major projects | ★ | | | | ★ | | |
| Experience in coordinating complex capital and revenue budgets and business planning processes, which are strategically aligned across the institution | ★ | | | | ★ | | ★ |
| Skills and Understanding | | | | | | | |
| Strong applied knowledge of financial and resource planning | ★ | | | | | | ★ |
| Understanding of Further and Higher Education, governance, funding and markets | | ★ | | | | | ★ |
| Leading financial improvement/ transformation and cross-organisational working to achieve this | ★ | | | | ★ | | ★ |

| PERSON SPECIFICATION – Associate Principal Finance | Essential | Desirable | ASSESSMENT METHOD | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------------|-----------------------|-----------|-------------------|
| | | | Certificate | Application Documents | Reference | Selection Process |
| Developing teams to successfully provide outstanding customer experiences | ★ | | | ★ | | ★ |
| Personal Attributes | | | | | | |
| Suitable to work with children and young people | ★ | | ★Criminal records check via DBS | ★ | ★ | ★ |
| Excellent written and oral communication and presentation skills to engage diverse stakeholders effectively with complex issues and ideas | ★ | | | ★ | | ★ |
| Ability to build effective partnerships and collaborations between individuals and stakeholder groups, engendering shared purpose and the opportunity and motivation to achieve objectives | ★ | | | | | ★ |
| Ability to optimize business operations in the current digital environment, and realise future digital potential | ★ | | | | | ★ |
| Confident, evidence-based decision making, balancing opportunity and risk | ★ | | | | | ★ |
| Able to drive high performance whilst taking people on a transformative journey outstanding | ★ | | | | | ★ |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. | ★ | | | | | ★ |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. | ★ | | | | | ★ |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. | ★ | | | | | ★ |