

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Details

Post:	Finance & Corporate Services Director
Salary:	Senior Post Holder role
Primary location:	Somer Valley Campus with regular attendance at Bath City Centre.
Responsible to:	Corporation, line managed by the Principal & Chief Executive
Responsible for:	Finance Manager, Estates & Facilities Manager, MIS Manager
Key Purpose:	To develop, lead and manage the Finance and Corporate Services functions of the College, leading the Financial strategy and creating and implementing robust financial information systems and processes. To have a clear and deep understanding of the financial health and performance of the college and accountable to the Corporation. As a member of the College's Senior Management Team the Director will play an active role in College Strategic plans and policy and will lead on risk management and MIS across the organisation. To implement timely, robust and effective operational processes & procedures within each line managed departments

Specific Responsibilities

1. Financial Strategy and Financial Management & Management Information Systems

- To participate in the strategic planning process & operational implementation of funding & financial aspects
- To provide leadership, support and guidance to other senior staff, and members of the Corporation on all matters relating to the implementation, management, planning, development and monitoring of the College's financial and corporate services strategies, including the continual review and updating of Financial Regulations and funding in line with guidelines and best practice
- Lead on financial negotiations with external and internal agencies including banks and funding agencies
- Ensure full compliance with the requirements of external funding bodies. Keep up to date with all funding methodologies relating to the various elements of the College's activity as well as all other factors influencing the finances of the College and represent the College at external and internal events.
- Oversee the arrangements for preparing tender documents and the achievements of best value having regard to the provisions of the Financial Regulations and Financial Procedures.

- ⦿ To manage the cash flow and investment programme, ensuring the College's solvency into the future
- ⦿ To ensure the College responds in a timely and accurate manner to all requests for financial returns including those from the appropriate funding bodies, HMRC and pension agencies.
- ⦿ Ensuring an adequate system of financial control is in place and is effective
- ⦿ To liaise and maintain excellent relations with the College's bankers
- ⦿ Developing and implementing a process of analysis and cost monitoring of the various aspects of the College's financial performance in order to improve business efficiency
- ⦿ Responsible for the consolidation of all financial information production and regulatory accounts, ensuring corporate & regulatory compliance.

2. Budget Management

- ⦿ Strategic financial planning and budgetary control, including the development and maintenance of a comprehensive budget model covering income and expenditure, balance sheet and cash forecasts, including overall responsibility for the preparation of monthly management accounts for submission to relevant committees.
- ⦿ Manage the preparation of the College annual budget and three year financial forecasts, ensuring their submission to Corporation and funding bodies by the agreed deadlines.

3. Audit & Risk Management

- ⦿ Lead the development of the Internal Audit Plan having regard to risks and opportunities to improve College services and to seek to ensure best practice, working with officers to ensure full compliance with audit findings and required actions.
- ⦿ Liaison with both internal and external auditors and presenting information relating to audits at the Audit Committee of Governors
- ⦿ To ensure, in consultation with members of the Corporation, and particularly the Audit Committee, that the financial reporting system is adequate to enable the Governors to meet their statutory obligations.
- ⦿ To ensure the timely production of year end accounts in co-operation with the College's external auditors
- ⦿ Develop the College's strategy for risk management and control, ensuring risk registers are maintained throughout the college.
- ⦿ Develop and maintain the disaster recovery plan and emergency response plans
- ⦿ Ensure the Corporation and Senior Management Team have regular and accurate management information on all matters concerning Finance, Audit, Compliance, Risk Management and MIS/funding

4. Capital & Asset Management

- ⦿ Ensure the College has an effective strategy for managing its assets, including capital replacement and consideration of whole life costs and scheduled replacement

- ⦿ To advise on funding opportunities and mechanisms to ensure that capital grants and bids for other funds are properly submitted to ensure income is maximised
- ⦿ Ensure the correct valuation, maintenance, and security of assets, including buildings and land
- ⦿ Ensuring the maintenance of a fixed asset and property register
- ⦿ Oversee major capital projects, with particular emphasis on contracts and cost control
- ⦿ Ensure disposals and acquisitions are efficiently conducted and legal and other costs arising are closely managed

5. Estates and Facilities

- ⦿ Ensure that the College has an effective Estates strategy and maintenance schedule, that incorporates curriculum and ICT developments.
- ⦿ Lead on the review, implementation and maintenance of the estates strategy and on all aspects of the management and development of the College campuses, buildings and facilities, and timely reports are submitted to SMT and Corporation
- ⦿ Ensure health and safety process and procedures are up to date, effective and embedded across the College.
- ⦿ Be responsible for the management of the estates team, working with officers to ensure full compliance with maintenance, health and safety requirements and implementation of cost, capital and resource investments actions
- ⦿ Lead on capital projects, including financial claims and timely reports to external regulatory bodies

6. Contracts

- ⦿ Provide financial and commercial input for the evaluation of tenders, particularly for building contracts, planned maintenance and procurement
- ⦿ To oversee the maintenance of the Contracts Register and ensure procurement activities and contracts maximise value for money
- ⦿ Ensure proper levels of insurance for the College are maintained and claimed

7. MIS

- ⦿ Provide leadership and management of the MIS team and the wider development of information and knowledge management, delivering accurate and timely ILR returns and compliant funding claims, together with wider management reporting
- ⦿ Act as Strategic lead for the production of EFSA submissions, ensuring data is accurate, to ensure the College maximises its funding position whilst meeting all external requirements
- ⦿ Work closely with the EFSA to ensure the long term stability of the College, and that the College meets all external audit requirements
- ⦿ Further develop systems to provide effective, timely, accessible and succinct management information whilst ensuring robust financial systems and controls are in place, so that effective planning and forecasting is embedded across the business
- ⦿ Ensure the ILR is applied and the funding mechanisms are correct and adhere to external audit requirements

8. General

- ⦿ Strategic management of the funding, exams, timetabling, Estates, Health & Safety & Finance teams
- ⦿ Support admission and enrolment processes and enable timely and efficient improvements in processes and procedures

9. Health and Safety responsibilities:

- ⦿ As the Responsible person ensure compliance with and participation in health and safety processes and procedures to promote a safe working and learning environment for staff and students
- ⦿ To observe and keep aware of Health and Safety documentation and procedures in line with College policy.

10. Safeguarding Responsibilities:

- ⦿ Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy.

11. Equality & Diversity

- ⦿ Embed equality of opportunity and the promotion of positive attitudes towards diversity.

Professional Conduct

All Staff are expected to:

- ⦿ Participate in the College's Performance Appraisal system.
- ⦿ Make the most efficient and effective use of human, financial and material resources.
- ⦿ Be aware of and responsive to the changing nature of the College, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives.
- ⦿ Participate in department and College developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post.
- ⦿ Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area.
- ⦿ Participate in the development of a responsive customer centred approach to service delivery.
- ⦿ Ensure compliance with all College policies, procedures and regulations and assist in the implementation of decisions of the Corporation.
- ⦿ Give good notice of any absence in line with the College's Absence Management Policy.
- ⦿ Adhere to general standards of conduct embodied in College policies.

- ⦿ To work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the College.

General

- ⦿ Within the limitations set out in your contract, working hours are flexible and can be subject to variation depending upon needs. They may, for example, include weekends and evenings. It is expected that holiday entitlement should be taken at times convenient to the department.
- ⦿ This job description is current at the date shown below. In consultation with you and your trade union representatives if requested, it is liable to variation to reflect or anticipate changes in, or to, the College environment.
- ⦿ Participate in the College duty manager system

Date: June 2019

For College use only

Certified as an accurate description of the post as at **June 2019**

Postholder Name (print)

Postholder Signature Date

Person Specification

Post: FINANCE & CORPORATE SERVICES DIRECTOR

Area to be assessed	Essential	Desirable	Assessment
Qualifications	<p>Qualified accountant (ACA, ACCA, CIMA, CIPFA) with evidence of continuous professional development</p> <p>Education to degree level or have appropriate experience at professional level</p> <p>Safeguarding certificate or willingness to work towards</p>	<p>Higher degree/ management qualification</p>	<p>Application Form.</p> <p>Verification of qualifications</p>
Knowledge	<p>Strong knowledge of FE funding methodologies including EFSA, OfS & ESF</p> <p>A thorough understanding of the principles and practice of risk management</p> <p>Strong knowledge of the reporting requirements of an FE College.</p> <p>A good understanding of Health & Safety legislation and estates maintenance & development</p>	<p>Knowledge of HE funding methodologies</p> <p>Knowledge of data protection legislation.</p> <p>Understanding of approaches to income generation</p> <p>Knowledge of the issues affecting the provision of post-16 education and training</p> <p>Familiarity with e-Gov/ICT/Data standards</p>	<p>Application/Interview</p>
Experience	<p>Successful financial management experience in a college, local authority or complex business enterprise</p> <p>Production of management accounts, draft budgets, financial plans/projections and end of year financial statements</p> <p>Management of budgets and cash flow so as to achieve efficient and cost effective resource management</p> <p>Preparation of statutory and regulatory returns and</p>	<p>Experience of working in the FE sector and liaising with funding agencies.</p> <p>Experience in developing strategies and implementing change through policy development</p> <p>Experience in leading strategies and action plans to improve value for money</p> <p>Experience of optimising funding returns</p> <p>Experience of developing</p>	<p>Application/Interview</p>

	<p>timely ILR submissions</p> <p>E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information</p> <p>Operation of funding mechanisms</p>	<p>successful partnerships with external organisations</p> <p>Experience in the management of significant capital projects</p> <p>Experience of successfully managing structural and/or cultural change</p> <p>Experience of working with Agresso</p>	
Skills & Qualities	<p>Strong team building skills.</p> <p>Integrity and a commitment to good governance</p> <p>Ability to develop positive working relationships with individuals at all levels (internal and external)</p> <p>Ability to interpret, evaluate and communicate complex information accurately</p> <p>Commitment to excellence and high standards.</p> <p>Excellent communication skills</p> <p>Ability to provide leadership which commands respect and provides an environment where others will feel motivated</p>	<p>Resilience and emotional intelligence.</p> <p>A self-starter and independent thinker</p> <p>Strategic thinking skills.</p> <p>Ability to delegate effectively and manage the performance of others, in accordance with good management practice</p>	Application/Interview