



Chief Financial Officer

Job Description

Area	: Executive Leadership Team (ELT)
Salary	: Spine Points M8 65-69 (£94,737 - £106,628)
Full-time/Part-time	: Full-time
Line Manager	: Principal/CEO
Responsibility for	: Finance
	: Risk Management
	: Audit

Main Purpose of Job:

To provide strategic leadership to ensure that provision and service:

- meet the needs of learners, employers, colleagues and other stakeholders;
- are of the highest possible quality in terms of service and learner, staff and employer satisfaction;
- are effective, efficient and provide excellent value for money;
- reflect the vision, mission, aims and values of the College;
- are innovative, developmental and sector leading; and
- promote a culture of excellence and equality.

The post-holder will be a member of the Executive Leadership Team (ELT).

Key Duties and Responsibilities:

- (1) Provide strong, positive and inspirational leadership at Executive Leadership Team (ELT) level to promote quality improvement in response to feedback from learners, parents, partners, employers, staff, inspectors and accrediting bodies on the quality of services.
- (2) Provide clear day-to-day leadership of the finance function to ensure it meets the needs of the learners and staff, delivering a high standard of support and service, in line with the standards and expectations required throughout the College.
- (3) Undertake a strong and supportive line management function including performance management, individual and team development in line with the College's policies and procedures.
- (4) Ensure College policies are developed, reviewed and implemented in line with the legislative framework, AoC guidelines and educational standards (e.g., Ofsted).
- (5) Plan and ensure successful delivery of the College's strategic objectives and improvement plan through the development and delivery of a dynamic and responsive plan for areas of responsibility.
- (6) To ensure cash-flow, funds, treasury management and lending arrangements (including bank covenants) are well managed and controlled, including the management of the relationship with the College's bankers and external and internal auditors.
- (7) Attend all the following Corporation Meetings:
 - Full Corporation
 - Finance & Resources Committee
 - Audit & Risk Committee

- (8) Meet regularly with the Chairs of Finance & Resources and the Audit & Risk Committees to ensure Committee Chairs to discuss matters related finance, risk and audit as well as to provide specific updates on Managing Public Money.
- (9) To lead on the College's financial governance and risk management obligations, through the development of robust systems to deliver the statutory and regulatory imperatives set by funding agencies and other bodies to which the College is accountable.
- (10) To lead on the management of strategic and operational risks across the College through the design and development of processes, systems and working practices that enable the identification of risks and provide effective risk management.
- (11) To oversee the production of the College's annual statutory accounts, ensuring compliance with accounting and other reporting standards.
- (12) To lead on the College's strategic financial planning, procurement, accounting and financial stability, ensuring a robust framework of financial management and contract compliance
- (13) To lead on the development of a business systems improvement strategy which supports curriculum delivery and the long-term financial sustainability of the College.
- (14) To be compliant with the College Health and Safety Policy, responsible and accountable for health and safety standards in your area and for staff and others who use the areas under your control.

Generic Duties and Responsibilities:

- (15) Promote a culture of innovation, excellence and equality.
- (16) Reflect the vision, mission, aims and values of the College.
- (17) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (18) Contribute to the development of and ensure compliance with College policies, procedures and agreements.
- (19) Contribute to College strategic and operational management through participation in formal committees and meetings, lead working parties and work closely with ELT on resolving College wide challenges.
- (20) Contribute actively to the risk management.
- (21) Promote and implement the College's strategies on equality, diversity and safeguarding.
- (22) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (23) Be aware of and be responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (24) Network across the UK to seek out outstanding and sector leading practice in both curriculum and functional areas that will ensure the College is at the forefront of innovation and development.
- (25) Recognise, celebrate and share best practice across the College to ensure all curriculum and functional areas operate to a consistently outstanding level.
- (26) Represent the College externally and develop appropriate business relationships with other organisations and represent the College on regional and national bodies.
- (27) Represent the College on School and/or Trust Governing Bodies.
- (28) Carry out Duty Manager responsibilities on a rota as part of the duty team.
- (29) Undertake such other duties as may reasonably be required commensurate with this grade at any College location.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Person Specification

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• ACCA/ACA/ACMA/CIPFA qualified Accountant	✓				✓	
• Evidence of continuous professional development on strategic issues facing the further education sector	✓		✓		✓	
• Evidence of continuous professional development specific to strategic leadership of corporate services	✓		✓		✓	
• Valid full UK Driving Licence	✓				✓	
<u>Desirable</u>						
• Further degree	✓				✓	
• Management qualification	✓				✓	
Skills and Experience						
<u>Essential</u>						
• An open management style that motivates and inspires others to achieve outstanding results	✓	✓	✓	✓		✓
• Strong team building skills	✓	✓	✓	✓		✓
• An understanding of how to deliver outstanding inspection results in a challenging financial climate	✓		✓			✓
• Record of success in a senior financial leadership role in an organisation of significant scale and complexity	✓		✓			✓
• An excellent leader with proven results	✓	✓	✓			✓
• Managing quality processes and procedures to secure improvements and high achievements	✓		✓			✓
• Prior responsibility for financial control and reporting, to include the consolidation of accounts and Board reporting	✓		✓			✓
• Proven record of integrating curriculum and business support areas to create sector leading learning resources and learner experiences	✓		✓			✓
• Robust data analysis of complex information to inform quality improvement and decision making	✓	✓	✓			✓
• Excellent IT skills	✓	✓				✓
• A proven record of innovative use of digital technologies to enhance teaching, learning, assessment and support	✓		✓			✓
• Industrial/commercial experience	✓		✓			✓

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Personal Attributes					
<u>Essential</u>					
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to College) and to translate ideas into actions	✓		✓		
• Proven and demonstrable experience of critical thinking and the ability to apply this to affect change in a fast-paced environment	✓		✓		
• Emotional intelligence, self-awareness and confidence			✓	✓	
• The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm	✓			✓	
• The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources			✓		
• Able to appropriately challenge staff and hold difficult conversations			✓	✓	✓
• Accuracy and attention to detail		✓		✓	
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓		✓	
• Flexible approach to working	✓	✓	✓	✓	
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the College community					
• Commitment to on-going professional development for self and others	✓			✓	

OFFICE USE ONLY:

Completed by : **Principal/CEO** Date : **October 2023**

Existing Job : New Job :