

**Job Title: Deputy Principal/Finance Director**  
**Department: Executive**

## 1. The Appointment

West Nottinghamshire College Group is widely regarded as one of the largest and most successful colleges in the country, offering a wide range of curriculum to meet both the needs of individuals and employers locally, regionally and nationally. The College owns a highly successful commercial company, bskb. A market leader in English, Maths and ICT on-line assessment; bksb operates in more than 20 countries worldwide and has a dedicated centre in India.

The College offers education and training in all major industry sectors and at all levels from pre-GCSE to full degree level. With just over 26,000 students, the College prides itself on providing a high quality experience to individuals and employers.

Renowned nationally for its significant apprenticeship provision, the College delivers in the range of 11,000 to 14,000 apprenticeships annually. Subcontracting has been a strong feature of the programme.

A full Ofsted Inspection in March this year confirmed the College's continued rating of 'Good'.

The College enjoys a strong financial position. There has been significant investment in College facilities, providing an environment that mirrors industry, giving students real life situations and opportunity to learn in state of the art facilities.

Reporting to the Principal/Chief Executive, as a senior post holder you will be a key lead member of the College's Executive team, you will lead on the development of Financial Strategies that will support the College achieve its strategic objective.

You will deputise for the Principal and Chief Executive as required and will be a Director of Group subsidiary companies.

You will be responsible for all aspects of the College Group's financial budgeting and reporting processes, ensuring the College is compliant with external and internal reporting and audit requirements.

Together with outstanding business acumen, you will bring a proven ability to add value and deliver against challenging targets and timescales. Above all, you are an inspired thinker and inspiring leader, with an innate understanding of financial management as a basis for decision-making and rapid growth.

You should have demonstrable experience of developing and implementing strategies and practices at an Executive level in a large, innovative organisation and have the ability to build credibility with key stakeholders.

The role will require you to embody the College's values; working with **Professionalism**, taking **Responsibility** for your actions, and giving **Respect** to clients and colleagues alike.

A position in this capacity at West Nottinghamshire College Group will give you prospects and support to grow, develop and progress.

## **2. The Post**

**The Main Duties and Responsibilities of the role in respect to the West Nottinghamshire College Group include:**

### **Leadership Responsibilities**

- 2.1 Contribute to the strategic direction of the college and corporate management by supporting the leadership team and governing body in delivering the strategic plans for the College Group.
- 2.2 Operate as a key member of the executive team developing a strong relationship with Governors, other senior managers and stakeholders.
- 2.3 To support and advise the governing body and committees through the clear communication of financial plans and strategies and their alignment to corporate objectives.
- 2.4 Support managers in their operational roles providing a financial perspective to operational plans and solutions.
- 2.5 Keep under review major opportunities arising from changes in the external environment and provide guidance and appraisal of the key risks attached to such opportunities.
- 2.6 Assist the College in the identification and management of risks, advising on the magnitude of financial risk and adopting appropriate controls to mitigate risks to an acceptable level.

### **Deputy Principal Duties**

- 2.7 You will be expected to lead the development and coordination of the annual business plan and lead the College strategic development process to ensure that the College is well placed to take advantage of opportunities through its strategic position and operational business plans.
- 2.8 Provide oversight, advice and guidance on the effectiveness of the implementation of change programmes, advising the Principal and the Board of the impact of progress and projected outcomes for the College as a result of change.
- 2.9 Develop the College response to emerging challenges and opportunities, drawing together specialist functions from across the Executive team to facilitate viable solutions to ensure that the College can successfully implement new ways of working.
- 2.10 You will operate as a Director of College subsidiary companies, ensuring the effective operational delivery of these companies fulfilling your responsibilities as a company Director.
- 2.11 As a senior post holder you will act in the capacity of staff dismissing officer and chair staff disciplinary hearings as required.

### **Finance Director Duties**

#### **Financial planning and budgeting**

- 2.12 Development of a financial strategy to support the college's strategic and operational plans.
- 2.13 Ensuring realistic capital and revenue budgets are prepared, communicated and understood in order for the College to meet its financial targets.
- 2.14 Lead the development and production of in-year and future years financial forecasting in order to support the assessment of financial performance and management of College financial health.
- 2.15 Assessing and reviewing college financial health in line with funding body requirements and advising the management team and Governing body on the College financial health status.
- 2.16 Providing timely, accurate and impartial advice to the necessary Governing body and committees on financial performance.

#### **Reporting financial performance**

- 2.17 Development of a process to report and manage in year financial performance through the provision of timely, accurate impartial financial advice and information to insure that the College meets its objectives.
- 2.18 Preparation and publication of annual financial statements in accordance with FRS102 and sector specific SORP. Ensuring that other financial statements and grant claims meet relevant requirements and are accurate, complete and timely.

- 2.19 Ensuring that appropriate management accounting systems, functions and controls are in place to capture and report financial performance in an effective and efficient manner.

#### **Funding, data management, audit compliance and financial control**

- 2.20 Assisting the implementation of an appropriate control environment and effective internal controls which provide reasonable assurance of effective operations and compliance with laws and regulations.
- 2.21 Implementation of systems and processes to capture funded activity in line with funding body requirements including the management of student funding data and compliance with relevant funding rules.
- 2.22 To develop and review the college group financial regulations, including a scheme of delegated authority, and monitor implementation and staff compliance.
- 2.23 Ensuring that the college has put in place effective anti-fraud and corruption strategies to measure, deter, prevent and detect instances of fraud and corruption.

#### **Cash flow and treasury management**

- 2.24 Manage college working capital requirements in line with available banking facilities and business plan needs, developing banking relationships which support the college's objectives.
- 2.25 Liaise with college bankers to ensure adequate and affordable funding to support the college financial strategy and manage compliance with banking covenants.
- 2.26 Operate the College treasury management function in line with the agreed policy providing accountability back to Governors in line with procedure.

#### **Financial and corporate resource systems**

- 2.27 Set a strategy for systems development to drive greater efficiency and effectiveness.
- 2.28 Ensuring that appropriate financial management and information systems, functions and controls are in place for staff across the college group and that they support staff to effectively deal with students and members of the public.

#### **Audit Responsibilities**

- 2.29 Liaise with internal and external audit partners in order to plan and direct the assurance process on behalf of the college group.
- 2.30 Act as the key management point in developing audit plans that effectively respond to the college risk profile.
- 2.31 Ensure that all recommendations made by internal and external auditors are appropriately acted upon by responsible staff across college.
- 2.32 To attend the college audit committee and represent the management of the internal control framework as appropriate.

#### **Other Responsibilities**

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

### 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Level 3 maths	✓	
English to at least level 2	✓	
Full membership of a CCAB institution	✓	
Post Graduate Management Qualification		✓
<b>Experience</b>		
Senior financial management in an educational or training setting	✓	
The principal finance functions including financial planning, budgeting, producing final accounts, management accounts, project appraisal, investment management, performance management, costing and internal and external audit	✓	
Implementing and monitoring major financial projects	✓	
Successfully leading and managing a group of staff	✓	
Establishing and managing financial systems, including the application of information technology to the finance function	✓	
Presenting complex issues at Board level	✓	
<b>Skills /Knowledge</b>		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Excellent communication skills	✓	
Ability to build positive relationships	✓	
Self-managing/reflective	✓	
Ability to plan and prioritise	✓	
Good time management	✓	
<b>Qualities</b>		
Ability to work as part of a team and independently	✓	
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Ability to get on with and respect people of all ages	✓	
Flexible and adaptable approach to work	✓	
Well organised	✓	
Positive attitude	✓	
Ability to articulate clearly and objectively	✓	
The ability to remain calm in challenging situations	✓	

### 4. Position within the College

The post-holder will be part of the executive team and will report to the Principal and Chief Executive.

### 5. Terms & Conditions

- a) The post is offered on a Senior Postholder Contract.
- b) The salary will be circa £105,000

- c) You will be required to work at least 37 hours per week on a flexible basis.
- d) The College operates a contributory Average Salary Pension Scheme (Local Government Pension Scheme).
- e) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.