

**JOB DESCRIPTION**

**Job Role: Executive Director of Finance and Corporate Services**

**Responsible to:** Board of Governors and reporting to the Chief Executive and Principal

**Responsible for:** IT and Systems Manager

Finance Manager

Property & Estates Manager

Health & Safety Manager

**Job purpose**

* To provide leadership in establishing a strongfinancial position and a robust framework of financial controls.
* To provide commercial direction in delivering the strategic plans.
* To provide management of all resource utilisation to maximise efficiency and value for money.
* To maintain ongoing investment in the college’s staff, premises, equipment and IT systems in order to provide a safe and high quality learning environment.
* To take a lead role in the College’s Estates Strategy and other future plans.
* To help build the College’s external brand.

**Key competencies**

* Operational and Cultural change
* Leading people and teams
* Results driven
* Business acumen
* Strong and effective communicator

**Main Duties – Generic**

As a member of the Senior Leadership Team:

1. To support the Principal in realising the vision and values of The Henley College
2. To be a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of direct reports in particular and staff in general.
3. To contribute to the corporate leadership and management of the College including formulation and implementation of strategic objectives, plans and reviews to ensure that the College fulfils its role as a provider of further education and training in the area served by the College
4. To manage staffing and non-staffing budgets to ensure that expenditure is monitored and maintained within budgetary parameters and the most efficient use is made of resources.
5. To contribute to the management of the College’s resources to ensure that efficiency savings measures are identified, targets are met and the most efficient use is made of College resources.
6. To represent the College with external agencies and organisations.
7. To be a role model for College values, behaviours and team working.
8. To participate in the College’s staff appraisal/performance management scheme and professional development arrangements
9. To understand the relevant statutory and College provisions relating to health and safety, safeguarding, equality and diversity and data protection and ensure that they are implemented, monitored and regularly reviewed so that legal requirements and College policies are met.
10. To adopt a flexible and adaptable approach to work and working arrangements and carry out any other duties consistent with the key responsibilities and duties of the post

**Main Duties – Specific**

1. To lead, manage and develop the staff within the postholder’s areas of responsibility.
2. To develop the College's Financial Strategy and provide advice and information to the Board on issues relating to finance.
3. To develop and monitor key performance indicators (KPIs) covering the College’s financial activities
4. To develop, maintain and monitor the College’s financial systems and financial regulations.
5. To propose annual revenue and capital budgets to the Principal and Board, prepare and monitor performance against forecast and plans and provide regular reports on financial performance to the Board, Principal, Senior Leadership Team and Budget Holders.
6. To ensure compliance with all statutory financial requirements, produce timely and accurate reports and financial data to meet these requirements and to satisfy all internal and external audit requirements.
7. To ensure that accurate and timely data and/or financial returns are sent to the College’s funding body (currently the ESFA) and other bodies as required.
8. To develop, implement and monitor the College’s IT and systems strategy ensuring that the College has effective systems in place for students, staff and the College’s teaching and learning strategy.
9. To ensure that there are effective arrangements in place for managing information including, in particular, data relating to students and the College’s course offer.
10. To develop, implement and monitor the College’s Estates and Facilities strategies, systems, policies and procedures.
11. To take lead responsibility for the development and implementation of the College’s strategic and business planning processes including the co-ordination, preparation and monitoring of the College’s Strategic Plan.
12. To develop a robust financial and business infrastructure, capable of providing timely and accurate management information.
13. Develop, implement and maintain systems that are sufficiently robust to support business activities and minimise the risk of loss.

**PERSON SPECIFICATION**

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|  |  | **Weighting** | **How Assessed** |
| 1. Education/ Qualifications | A Degree or equivalent with evidence of continuous professional development | Essential | Application form/ Qualification Certificates |
| Qualification in leadership or management studies | Desirable |
| Membership of a CCAB member body e.g. Institute of Chartered Accountants | Essential |
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| 2. Experience | Significant relevant experience of leadership of the finance function preferably within the education sector. | Desirable | Application and Interview |
| Relevant experience of strategic planning processes | Essential |
| A sound record of developing substantial budgets | Essential |
| Experience of resource planning and managing projects | Essential |
| Experience and understanding of Funding Methodologies, exploiting funding sources and increasing income generation | Desirable |
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| 3. Skills and Knowledge | Thorough understanding of financial controls and the ability to analyse and interpret financial data | Essential | Application/ Interview and Assessment |
| Practical knowledge of accounting and audit procedures | Essential |
| Estates/facilities management | Desirable |
| An understanding of the Further Education sector and, in particular, policy developments which will impact upon post 16 education and training. | Desirable |
| An understanding of the relationships between Corporate Governance and Executive leadership | Essential |
| Highly Effective negotiation, communication and presentation skills | Essential |
| The ability to develop strategic plans for successful delivery of services | Essential |
| IT Literacy and good knowledge of systems | Essential |

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| 4. Personal Qualities | The ability to lead and to enlist the willing cooperation of people to achieve desired results | Essential | Interview |
| The ability to think creatively at a strategic level and develop solutions that deliver the College’s objectives | Essential |
| A clear and deep understanding of the needs and aspirations of stakeholders | Essential |
| A passion and commitment to ensure a high quality of provision | Essential |
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| 5. Competencies | **Operational and Cultural change**: The ability to design and implement strategies and to achieve ‘buy in’ from managers and staff, maximising employees’ potential and fostering high ethical standards in delivering the college’s strategic objectives. | Essential | Interview and Assessment |
| **Results driven**: The ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies, stressing accountability and continuous improvement. | Essential |
| **Strong and effective communicator** : The ability to explain, advocate, and express facts and ideas in a convincing manner to individuals and groups internally and externally. This includes the ability to develop an expansive professional network with other organisations, and to identify the internal and external factors that impact the work of the College. | Essential |
| **Leading people and teams**: The ability to design and implement strategies and to achieve ‘buy in’ from managers and staff, maximising employees’ potential and fostering high ethical standards in delivering the college’s strategic objectives | Essential |
| **Business acumen:** The ability and drive to acquire, administer, apply and focus human, physical, financial and technical resources in order to deliver the College’s strategic objectives. | Essential |

**TERMS OF EMPLOYMENT**

AoC Contract of Employment

Hours of work: 37 hours per week, all year

Pension: Local Government Pension Scheme

The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment.

This position is subject to a satisfactory Enhanced DBS check.