**Job Description:**

|  |  |
| --- | --- |
| **Post:** | **Vice Principal (Finance & Facilities)**  |
| **Place of work:** | The post holder would be expected to work regularly across the College’s three campuses at Waterlooville, Havant and Alton |
| **Salary Grade:** | Competitive |
| **Responsible to:** | Principal and CEO |
| **Responsible for:** | Playing a key strategic role to ensure the College’s financial stability and growth, as well as supporting the shaping and implementation of the College’s vision to be the first choice FE college for students, staff and employers in Hampshire – fully equipping our communities for work and life. |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | Lead on all aspects of financial control, ensuring the College is financially sustainable whilst at the same time well-resourced to ensure it can deliver to the highest standards. |
| **2** | Provide deep and systematic financial information and advice to support decision-making across the College and ensure all decisions are underpinned with financial prudence. |
| **3** | Create a culture of financial awareness and accountability which develops a whole College approach to sustainability and growth. |
| **4** | Identify and maximise appropriate opportunities for income generation.  |
| **5** | Play a key part in cross-College strategy and decision-making with other members of the senior team. |
| **6** | Lead on the effective development of other corporate services as required within the role. |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A**  | Work with the Principal and senior team to research, develop, implement and deliver the College’s strategic plan, translating this into investment and spending priorities. |
| **B**  | Lead on the delivery of the College’s financial plan and continually monitor to improve the financial health of the College. |
| **C** | Ensure accurate, robust and timely financial forecasts and statements are produced and oversee methods that ensure each area of the College reports timely and accurate information. |
| **D** | Provide and share business intelligence to create knowledge and inform decision-making. |
| **E** | Play a role in determining and measuring the non-financial indicators to be used to produce desired financial indicators and outcomes. |
| **F** | Ensure a deep understanding of the links between finance, extrinsic conditions, strategic decisions and leadership, and day-to-day operational activities and decisions. |
| **G** | Advise on when upfront investments and short-medium term deficits are necessary, for greater long-term growth and returns, or realisation of wider strategic outcomes. |
| **H** | Assess all finance raising possibilities on an ongoing basis and ensure liquidity. |
| **I** | Source, collate, write and win high value new and retained tenders for the college whilst raising the college’s profile via exceptional quality tender submissions. |
| **J** | Lead on ensuring regular and systematic review of College Risk Register, based on impact and probability, and ensure any issues are flagged at an early stage to enable corrective actions to take place. |
| **K** | Lead on external audit and ensure compliance with accounting best practice. |
| **L** | Lead on estate functionality, organisation, maintenance and development. |
| **M** | Lead on the financial relationships with ESFA and Provider Market Oversight. |
| **N** | Lead on health and safety across the College to ensure full compliance with all legal requirements and internal policies and procedures. |
| **O** | Act as a key conduit between the College and banks, as well as other funders/investors. |
| **P** | Ensure the College adheres to financial regulations and legislation. |
| **Q** | Maintain and update financial regulations and procedures, ensuring compliance throughout the College. |
| **R** | Oversee College procurement to ensure the acquisition of all goods and services is undertaken in a consistent manner, demonstrating clear value for money and best practice throughout the supply chain. |
| **S** | Ensure the timely production of reports and other work required by the Principal and Corporation, together with other relevant Committees. Attend and chair meetings, delivering reports as required. |
| **T** | As part of the senior team, continue to develop, monitor and evaluate the performance of managers and other team members as part of the appraisal process, ensuring relevant personalised targets are set, monitored and evaluated which reflect the College’s strategic and operational priorities. |
| **U** | Undertake the role of ambassador for the College, supporting the senior team with effective cascades of information and communication, and championing the core values of the College. |
| **V** | Carry out any additional duties commensurate with the post as directed by the Principal. |
| **W** | Effectively manage a team providing recruitment, induction, direction, guidance and support, setting and monitoring targets to deliver KPIs, constantly monitoring progress towards achieving them and managing performance as appropriate through regular team meetings and 1:1s. |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Participate in Performance Management (SAR/QIP) and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health, safety and environmental guidelines and be aware of your responsibilities for health, safety and the environment.  |
| **4** | Adhere to College policies and procedures. |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults.  |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A** | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Qualified accountant | Y |  | A |
| 2 | Management qualification or willingness to work towards | Y |  | A |
| **B** | **EXPERIENCE & UNDERSTANDING** |  |  |  |
| 4 | Proven track record of working in a diverse commercial role and/or in public sector finance at a senior level | Y |  | A/I |
| 5 | Substantial post qualification financial management in a medium or large complex organisation | Y |  | A/I |
| 6 | Proven financial leadership in a senior capacity | Y |  | A/I |
| 7 | Track record in financial management with evidence of delivering an improved service | Y |  | A/I |
| 8 | Leading a finance team in a complex organisation | Y |  | A/I |
| 9 | Undertaking investment appraisals for major capital projects |  | Y | A/I |
| 10 | Preparing and presenting financial information appropriate to the needs of the user | Y |  | A/I |
| 11 | Experience of dealing with resource issues, procurement and delivering value for money | Y |  | A/I |
| 12 | Contributing to the development and delivery of the organisations’ strategic plans | Y |  | A/I |
| 13 | Building good working relationships with bankers, auditors and other professional advisors | Y |  | A/I |
| 14 | Preparation of detailed financial forecasts and budgets | Y |  | A/I |
| 15 | Experience of preparing and presenting reports to senior management and/or Governor/Board level | Y |  | A |
| 16 | Proven ability to create new ideas and initiatives to improve services to students/apprentices, employers and other stakeholders | Y |  | A/I |
| 17 | Experience of funding bodies and a diverse range of funding streams with extensive knowledge of funding mechanisms and requirements for compliance | Y |  | A/I |
| 18 | Effective management and delivery of substantial and complex budgets | Y |  | A/I |
| 19 | Proven track record of delivering challenging performance targets | Y |  | A/I |
| 20 | Proven experience of developing and leading an effective multi-disciplinary team | Y |  | A/I |
| 21 | Proven experience of successfully leading change in a complex organisation | Y |  | A/I |
| 22 | Proven experience of building a corporate identity and developing an organisations’ reputation | Y |  | A/I |
| **C** | **SKILLS AND KNOWLEDGE** |  |  |  |
| 1 | Understanding funding in further education. |  | Y | A/I |
| 2 | Ability to negotiate and influence a wide range of College managers and staff | Y |  | A/I |
| 3 | Ability to manage time and meet deadlines | Y |  | A/I |
| 4 | Ability to set and achieve demanding performance targets, effectively manage identified underperformance and share best practice | Y |  | A/I |
| 5 | Ability to think strategically, problem solve and communicate effectively | Y |  | A/I |
| 6 | Ability to motivate and lead with a clear vision | Y |  | A/I |
| 7 | Excellent communication skills | Y |  | A/I |
| 8 | Energy, enthusiasm and the ability to work under pressure and achieve goals | Y |  | A/I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9 | Ability to act as an ambassador for the College with a range of outside organisations | Y |  | A/I |
| 10 | Experience in formal Committees |  | Y | A/I |
| 11 | Thorough understanding of skills priorities locally, regionally and nationally | Y |  | A/I |
| 12 | Working knowledge of post 16 education and training, and government education policy | Y |  | A/I |
| 13 | Highly skilled and proven ability to work effectively as part of a team | Y |  | A/I |
| 14 | Awareness of the drivers for change in further education | Y |  | A/I |
| 15 | Awareness of curriculum developments in post 14 education and training | Y |  | A/I |
| 16 | Vision for the role of further education as an enabler and catalyst for economic and community regeneration | Y |  | A/I |
| 17 | Clear understanding of the needs of students/apprentices and potential learning support requirements | Y |  | A/I |
| 18 | Ability to network effectively both internally and externally to the College | Y |  | A/I |
| **D** | **QUALITIES** |  |  |  |
| 1 | Dynamic and inspirational leadership | Y |  | A/I |
| 2 | Flexible and responsive to change | Y |  | A/I |
| 3 | Honesty, integrity and positivity | Y |  | A/I |
| 4 | Commitment to team and partnership working and accepting corporate responsibility | Y |  | A/I |
| 5 | Highly motivated and influential | Y |  | A/I |
| 6 | Commitment to working in a self-critical organisation to achieve improvement | Y |  | A/I |
| **E** | **OTHER REQUIREMENTS** |  |  |  |
| 1 | Thorough understanding and application of Safeguarding and Prevent duties | Y |  | A/I |
| 2 | Full commitment to Equal Opportunities and anti-discriminatory working practices | Y |  | A/I |
| 3 | Thorough understanding regarding health and safety legislation and application or practices to minimise risk | Y |  | A/I |

Key to assessment methods:

A = Application I = Interview P = Presentation W = Written assessment