



## Job Description

<b>Job Title</b>	<b>Director of Finance</b>
<b>Department</b>	Finance
<b>Reporting to:</b>	Deputy CEO & Chief Financial Officer
<b>Post reference:</b>	<<if known>>
<b>Main Purpose of the role</b>	
<ul style="list-style-type: none"> <li>❖ Oversee the financial operations, ensuring fiscal health and compliance with financial regulations.</li> <li>❖ Drive the financial planning of the College by analysing its performance and risks.</li> <li>❖ Lead on improvement to current finance systems, processes and cross-college data analysis to ensure all financial information is system driven.</li> <li>❖ Develop and maintain an effective curriculum and business planning methodology and subsequent reporting to enable timely reforecasting to enable decision making.</li> <li>❖ Oversee all audit risk and internal control operations.</li> <li>❖ Provide leadership and management to the Finance Team to ensure high levels of Finance service to the College. Understand the strategic direction of the College to ensure that the team delivers a service that contributes and helps the organisation achieve its objectives.</li> <li>❖ Oversee the preparation of the: <ul style="list-style-type: none"> <li>– Management accounts and annual financial statements, ensuring compliance with current accounting standards and funding body requirements, charitable finance regulations, internal reporting requirements and best practice in the sector.</li> <li>– College's 2-year financial plan and in-year forecasts to ensure the College maintains financial sustainability and growth, through the development of realistic plans, and effective timely reporting.</li> </ul> </li> <li>❖ Deputise when required for the Deputy CEO &amp; Chief Financial Officer.</li> </ul>	
<b>Key Tasks / responsibilities:</b>	
<p>Responsible for:</p> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Development of contribution and financial data analysis and reporting.</li> <li>▪ Regular and ongoing reforecasting of the College's income and expenditure account, balance sheet and cashflow.</li> <li>▪ Preparation of College monthly management accounts and all other financial reporting.</li> <li>▪ The production of the statutory financial statements of the College, and to ensure that they comply with the latest accounting standards and funding regulations.</li> </ul>	

### **Budgeting**

- Preparation of the 2-year financial plan and supporting commentary for approval by the board of governors.
- Preparation of departmental and college budgets including income and expenditure, capital budgeting and cash.
- The continuing development of budgeting systems; including curriculum planning to ensure that budget holders are supplied with timely information to enable them to manage and control their budgets.
- Supporting the Finance team in providing finance business partnering to College managers and budget holders.

### **Compliance**

- Leading on all audit and internal control operations including the year-end financial audit and the internal audit programme.
- Ensuring that financial returns, grant claims, statistical and other returns as required by funding or other statutory bodies are completed and returned within the required timescales.
- Reviewing, updating and ensuring compliance with the Financial Regulations of the College.
- Monitoring and advising on the College's position in relation to all taxation matters.
- Ensuring the College's finance systems, processes and procedures support the College's Counter-Fraud Strategy, and limit as far as possible the risk of fraud occurring at the College.
- Developing the Finance policies ensuring they are up to date, compliant with relevant regulations and disseminated to staff and users as required.
- Planning and implementing cross College financial training for all groups of staff to ensure a high standard of financial management skills and compliance.

### **Operational**

- Ensuring that all balance sheet control account reconciliations are undertaken on a monthly basis and that all discrepancies are identified, resolved and escalated where appropriate.
- Maintaining the fixed asset register, depreciation, asset valuations and controls.
- Ensuring the finance system and finance processes and procedures are efficient and fit for purpose.
- Providing budget holders with assistance in the preparation of bids for funding, investment and disinvestment appraisals and monitoring of funding schemes.
- Controlling, monitoring and preparing as required capital schemes and grant claims.

### **Staff Management**

- Leadership, management and development of Finance staff.
- Embed a culture of personal development through regular 1:1s, personal development reviews and planning of progression and development.
- Continually increase the department's profile across the College. The role is fundamental to the delivery of a financial management framework for the College and should seek to increase awareness of the work of the department and what it can offer and also what is expected from its internal customers.

### **Role Dimensions**

- 4 direct reports
- College turnover of circa £47m
- To work outside of office hours as the needs of the College requires

<b>Key Interfaces</b>
<ul style="list-style-type: none"> <li>○ Deputy CEO &amp; Chief Financial Officer</li> <li>○ College Executive Team</li> <li>○ Audit Committee</li> <li>○ Senior Leadership Team (SLT) and budget holders</li> <li>○ Finance team</li> <li>○ Internal and External auditors</li> <li>○ Funding agencies</li> </ul>
<b>Supporting College Goals and Values – all roles</b>
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College’s goals and, at all times, both internally and externally, to behave in a manner consistent with the College’s mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>● Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments.</li> <li>● Promoting the image of the College as one that is committed to the highest standards of delivery and service.</li> <li>● Sharing the College’s commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work.</li> <li>● Sharing and prioritising the effective implementation of the College’s Equality and Diversity Policy.</li> <li>● Promoting and implementing best practice in Health and Safety,</li> </ul>
<b>Measurable Performance Standards for this role</b>
<ul style="list-style-type: none"> <li>○ Compliant with the College’s Financial Regulations</li> <li>○ Quality and timeliness of provision of key financial data for stakeholder decision making</li> <li>○ Effectiveness of controls for devolved budget management</li> <li>○ Performance to agreed budget</li> <li>○ Meet agreed operational targets and deadlines</li> </ul>
<b>Level of Disclosure and Barring (DBS) disclosure required</b>
Enhanced with barred list checks.
<b>Author and Date</b>
Jude Saunderson, Deputy CEO & Chief Financial Officer
<b>Job Evaluation (for HR Completion)</b>

<b>Score</b>		<b>Profile</b>		<b>Level</b>	
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As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

## Person Specification

### Director of Operational Finance



Criteria	Essential	Desirable	Assessed by
<b>Qualifications and attainments</b>			
CCAB qualified accountant or equivalent	✓		Application form/ interview
<b>Experience and knowledge</b>			
Experience of all aspects of financial control and compliance, profit and loss, balance sheet and cash flow forecasting responsibilities	✓		Application form/ interview
Experience of data interrogation and analysis to drive organisational efficiency	✓		Application form/ interview
Working within the FE sector		✓	Application form/ interview
Preparation of statutory accounts, financial information and budgets	✓		Application form/ interview
Management of mid-sized professional finance department	✓		Application form/ interview
Knowledge and experience of education, funding rules and regulations	✓		Application form/ interview
Experience of developing integrated reporting and budget management systems	✓		Application form/ interview
<b>Skills and abilities</b>			
IT Literate (especially proficient in the use of Excel)	✓		Application form/ interview
Report writing	✓		Application form/ interview

Criteria	Essential	Desirable	Assessed by
To effectively work with all levels of staff in the organisation and external contacts as required	✓		Application form/ interview
<b>Essential College attributes</b>			
<b>Initiative:</b> Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
<b>Influencing skills:</b> The ability to persuade others.	✓		Application form/ interview
<b>Interpersonal Skills:</b> The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
<b>Teamwork:</b> The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
<b>Circumstances of role (if applicable)</b>			
Ability to travel cross campus as required	✓		Interview