



JOB DESCRIPTION

Job Title:	Chief Finance Officer
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Accountable to:	Deputy Chief Executive

JOB PURPOSE

The role of the Chief Finance Officer will be responsible for:

- establishing and managing effective financial systems and controls within the College and for the production of accurate and appropriate financial information to meet internal and external requirements;
- ensuring that the College operates as cost effectively as possible by taking a proactive approach to financial management and to ensure that the College's finances are managed in accordance with recognised accounting practice, legal requirement and prudent financial practice;
- providing strategic financial support and guidance to Deputy Chief Executive, Principal and Chief Executive and College Corporation;
- ensuring the effective management and development of nominated Corporate Services functions to achieve annual objectives, budget performance, support/curriculum and College quality standards and services;
- bringing to the attention of the Corporation, any issue(s) of irregularity or impropriety which remains unresolved following discussion with the Deputy Chief Executive and Principal and Chief Executive;
- discharging the duties of Academies Trust Director on the NCD Academies Trust Board contributing to the development of the Academies' Strategic Plans and direction and supporting the Academies Corporate Services Directors.

KEY RESULT AREAS



New College Durham

a) Strategic Financial Services

Lead the development of financial strategies and policies to ensure the continued financial viability of the College, including:

- establishing and managing effective financial systems and controls within the College and for the production of accurate and appropriate financial information to meet internal and external requirements.
- ensuring that the College operates as cost effectively as possible by taking a proactive approach to financial management and to ensure that the College's finances are managed in accordance with recognised accounting practice, legal requirement and prudent financial practice;
- providing leadership, support and guidance to other senior post holders, College managers and members of the College Board on all matters relating to the management, planning, development and monitoring of the College's financial strategies;
- leading and directing the reporting systems necessary to satisfy the funding bodies, both in terms of financial and data reporting and all other key performance indicators as required.
- ensuring, in consultation with members of the Board, notably in order to ensure that the financial reporting system enables the Governors and the Principal and Chief Executive to meet their statutory obligations as set out in the Instrument and Articles of Government and the College's Financial Memorandum;
- developing of Financial Regulations, procedures and providing guidance, advice and support to underpin the financial strategy of the College;
- managing all key external relationships with the College bankers, HM Revenue and Customs, Internal and External auditors, and funding bodies;
- managing the process of Internal and External Audit with the College's Auditors and College staff as appropriate and ensure full compliance with internal and external auditors to maintain an effective service for the College that complies with statutory guidance;
- leading on the College's strategy for risk management and control, ensuring risk registers are maintained throughout the College.



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- contributing to the development of organisation strategy across all areas of the business, challenging assumptions and decision making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers;
- advising on College investment policy and for its implementation and review;
- undertaking financial appraisal in respect of proposed capital developments.

b) Corporate Services

Take the lead and manage nominated key Corporate Services functions, which are diverse in nature but strategically critical to the College, i.e. Finance, Curriculum Information Services and Central Procurement. Responsibilities include:

- managing the procurement and contract management of designated outsourced services to ensure that external providers meet the requirements of the College;
- ensuring effective operation of, and a collaborative approach to, the delivery of the College corporate services in order to enhance the services provided and deliver key strategic objectives;
- planning, co-ordinating and monitoring human, physical and financial resources as allocated to ensure financial efficiency and operational effectiveness;
- providing systematic and rigorous performance management to designated managers and ensure that key strategic objectives are set and effectively managed and delivered.



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c) Senior Postholder

To be responsible for:

- bringing to the attention of the Corporation, any issue(s) of irregularity or impropriety which remains unresolved following discussion with the Deputy Chief Executive and Principal and Chief Executive;
- discharging all relevant obligations of a Senior Postholder as detailed in the College's Articles and policies and procedures, notably in relation to the participation of key stages of HR procedures (eg discipline, grievance etc) or Financial Regulations.

d) Senior Leader

To discharge the role of Senior College Leader by:

- advising and supporting the Corporation and its committees in making decisions and monitoring College activity;
- participating as a member of the College Senior Leadership Team and taking collective responsibility for the overall strategic and operational management of the College;
- participating in the College's strategic planning process, providing leadership and effective operational management in areas relevant to the key focus of the role;
- representing the College with Partners and other external organisations encouraging a positive and collaborative approach to joint working;
- representing the College externally in respect of its regional, national and international events as required;
- presenting to the College Corporation and other bodies/agencies such reports and other documents associated with portfolio of responsibilities;
- deputising for the Deputy Chief Executive and/or Principal and Chief Executive as directed.



e) Academies

Discharge the duties of Academies Trust Director on the NCD Academies Trust Board contributing to the development of the Academies' Strategic Plans and direction and supporting Academies Corporate Services Directors.

Chief Finance Officer's General Responsibilities

1. To promote the mission, vision and values of New College Durham.
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs and the professional development needs of allocated staff.
5. To ensure that allocated staff have the experience and skills needed to carry out their roles.
6. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.
7. To ensure full compliance with College's requirements for discharging its responsibilities in relation to the Safeguarding of Vulnerable Groups and where appropriate UKBA.
8. To ensure dissemination of best practice across the College.



KEY DIMENSIONS OF ROLE

a) Budget and Staffing (as detailed in Budget Book 2019/2020) New College Durham

Staffing	Direct – 35.44 FTE Indirect – 512.88 FTE
Finances	Direct Cost:- £1.1m income £1.5m staffing costs £2.3m non-staff Indirect Cost:- £37.6m income £20 m staffing costs) £16.0m non-staff £43.7m (Fixed Assets – buildings)

a) Additional Areas of Note

Member/Chair of:

College

- Corporation - attendee
- Strategy and Resources Committee
- Audit Committee – attendee and SEG lead
- Senior Leadership Team
- Risk Management Group (Chair)
- Business Systems Group
- College Managers Group
- Corporate Services Management Team

(not exhaustive list)

Academies

- NCD Academies Trust – (Director at ATB)
- Corporate Services Committee
- Audit Committee (Chair)

(not an exhaustive list – membership/chairing of meeting/committees will be subject to discussion with Principal and Chief Executive)



Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to Equality and Diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION



New College Durham

Job Title: Chief Finance Officer

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Chartered FCCA (or equivalent) 	√	
<ul style="list-style-type: none"> Highly experienced qualified accountant who is proficient in all Financial Services and has the capacity to understand and manage the relationships and responsibilities between operational diverse departments within Corporate Services 	√	
<ul style="list-style-type: none"> Experience of Education Sector 		√
<ul style="list-style-type: none"> A successful track record that illustrates that professional knowledge is underpinned by both a broad and deep knowledge of the key financial concepts and principles in the provision of strategic financial management 	√	
<ul style="list-style-type: none"> A successful track record of managing change and service reconfiguration at a senior level 	√	
<ul style="list-style-type: none"> Extensive experience of managing complex financial matters, including consultation with internal/external agencies, HMRC, external Consultancy and professional bodies 	√	
<ul style="list-style-type: none"> Experience of successfully managing both a Finance team and staff from an unrelated profession (e.g. CIS) 	√	
<ul style="list-style-type: none"> Ability to set, define and manage annual objectives across a range of professions 	√	
<ul style="list-style-type: none"> Proven track record of implementing and managing effective financial systems and processes which provide cost-effective solutions to key organisational issues. 	√	

Skills	Essential	Desirable
Proven capacity to work innovatively and independently	√	
Leadership and motivation skills	√	
Ability to lead teams and prioritise operational demands on a strategic basis for Corporate functions	√	
Ability to demonstrate commercial acumen	√	
Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the College works in partnership	√	
Ability to manage complexity and diversity	√	
Ability to foster trust and respect at all levels.	√	
First class oral and written presentation skills	√	
Ability to work in collaboration with partner organisations, the community and other stakeholders	√	
Tenacity, flexibility and the ability to work under pressure	√	
Personal and professional integrity	√	
Able to provide and receive highly complex, sensitive or contentious information	√	
Suitable to work with young people and vulnerable adults	√	



ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the College's mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

Competency - Quality and Organisational Drivers

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focussed improvement activities and plans;
- Being results-focussed and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.



Competency - Managing People and Performance

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

Makes best use of own time and other resources by:

- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (e.g. ESFA, OfS);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies
- Understanding and reacting positively to changes in legislation

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.



Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

Competency - Building Capability

Developing Knowledge and Skills

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency - Planning & Organising

Effective Planning

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning



This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: March 2020

I acknowledge that the Chief Finance Officer Job Description and Personal Specification has been discussed with me by my line manager and I confirm that the document is an accurate reflection of the roles and responsibilities undertaken in this role.

Signed

Dated