

Job Advert

UTC South Durham Chief Financial Officer & Business Manager

NOR: up to 600 | **Age range:** 14-19 | **Start:** As soon as possible

Salary: L4-10 on Leadership Pay Scale (£45-£53k)



Preparing students to be Career and Life Ready for outstanding STEM careers. Can you lead our business to success?

University Technical College South Durham provides an innovative education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies. With a focus on STEM, particularly advanced manufacturing and engineering, it is located on Aycliffe Business Park, County Durham.

The UTC was rated “Good” by Ofsted in 2019 and has developed a reputation and track record of outstanding destinations for our students. It has a single focus – to help young people become career and life ready.

As a key member of a small strategic senior leadership team you will be the UTC’s Chief Financial Officer, responsible for finance, support service delivery and organisational efficiency.

You will have a proven track record in leadership of finance and support services. You will build positive relationships with staff, industry partners, contractors and students. You will be able to demonstrate successful leadership of people and resource deployment.

Our founding partners, Hitachi Rail, Gestamp and the University of Sunderland, are committed to creating an outstanding technical college that provides a talented young workforce for companies in the North of England. They have ambition to expand and are looking for a leader to facilitate that goal. If you have the expertise and commitment to make a life-changing impact on our students then we’d like to hear from you.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.

Closing date: Noon on Monday 19th April 2021 | **Interviews:** Monday 26th April 2021

To arrange an informal discussion, please email:
Tom Dower, Principal
jobs@utcsouthdurham.org

Further information and the application form
downloadable from:
www.utcsouthdurham.org/vacancies



No agencies please.

Job Description

UTC South Durham Chief Financial Officer & Business Manager

Job title:	UTC South Durham Chief Financial Officer & Business Manager
Employer:	South Durham UTC Trust
Responsible to:	Principal
Salary:	L4-10 on Leadership Pay Scale (£45-£53k) Permanent

The Chief Financial Officer & Business Manager is a member of the UTC's Strategic Leadership Team.

They will:

- Provide strategic leadership to the UTC on finance, audit, compliance and risk management to optimise and secure the UTC's financial and strategic position.
- Contribute fully to the development of the UTCs strategy, working with the leadership team to critically evaluate the UTC's performance and influence change.
- Develop and maintain a coherent, effective and efficient approach to financial management.
- Oversee outsourced contracts and ensure value for money for the UTC.
- Work with the Trustees and the Principal to ensure that UTC South Durham is compliant with all of its legal and statutory duties regarding the smooth running of the financial implications for the UTC.
- Support and work with the HR Lead to ensure that the UTC makes the best possible use of its resources and provides the best outcomes for its students.

1. Chief Financial Officer

- Act as CFO for the Academy Trust. Critically evaluate the UTC's financial performance and report to the Principal and Trustees with clear recommendations to ensure that the UTC is financially viable.
- Ensure that established financial systems in the UTC remain in line with articles of association, the Academies Financial Handbook and company law as part of overseeing the financial returns of the UTC.
- Ensure that the UTC's statutory reporting as an Academy is compliant, accurate and signed by the Accounting Officer (Principal) and is submitted in a timely manner. Ensure that successful peer reviews (internal audits) and external audits take place.
- Prepare the annual accounts and ensure their compliance.
- Review and improve the existing UTC financial systems and policies, ensuring they are robust, compliant and support current activities and growth.
- Establish a high level of credibility and manage strong working relationships with external partners including; ESFA, DfE, HMRC, internal/external auditors, Companies House, the Charity Commission, bankers and pension providers.
- Develop and oversee the quality of management information, budgeting and forecasting processes.
- Provide advice to budget holders on budget setting, monitoring and financial routines within each department.
- Support the fundraising work of the UTC, actively exploring opportunities to obtain donations, grants and additional funding. Ensure that capital grants and bids for other funds are properly submitted.
- Ensure that finance policies are kept up-to-date.

- Manage the Finance Officer to run accurate finance systems (e.g. payroll, ordering and banking).
- Act as Company Secretary for the Academy.
- Establish procurement systems to maximise value for money, managing tenders, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Prepare the annual capital budget plan and the strategy for capital replacement including consideration of whole life costs and scheduled replacement.

2. Delivering Support Services

- Lead the UTC's strategy for support services to enable the highest quality educational facilities and support teaching and learning.
- Develop and maintain the UTC's Health and Safety Policy. Manage Health and Safety compliance and statutory obligations across the UTC site with all regulations and codes of practice in the provision of a safe and healthy working environment.
- Line manage and oversee the facilities staff and site contracts to ensure a clear and robust maintenance programme which is clearly budgeted.
- Support the Office Manager to ensure that the organisation runs smoothly and support services are of high quality.
- Manage contracts and SLAs with service providers (such as catering, IT systems, cleaning) to ensure quality of service and reliable delivery.
- Lead transport provision to ensure efficient and high quality service for students.

3. Leading the Organisation

- Develop a strategy for risk management and control, ensuring risk registers are maintained and that Trustees and the Principal have accurate information. Develop and maintain the disaster recovery plan.
- Ensure the UTC's compliance with data protection legislation and the Freedom of Information Act 2000.
- Support the HR Lead to ensure highly effective staff recruitment, development and appraisal processes.
- Promote the UTC's values across staff and students and with business partners. Promote a high standard of professionalism, consideration, courtesy and respect amongst staff towards students, families, partners and fellow staff.
- Treat students as young professionals, show them respect and earn theirs.
- Promote the Core Skills through discussion with students and by demonstrating them in a professional approach.
- Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
- Be efficient with resources and mindful of waste to ensure value for money.
- Develop and maintain expertise in organisational management of an academy.
- Collaborate with other UTCs or education providers to ensure that we learn from best practice

4. Additional duties

- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Be available to support colleagues with advice on staffing, contractual or procedural issues.

- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC.

Person Specification

UTC South Durham Chief Financial Officer & Business Manager

Training and qualifications	Essential	Desirable	Evidence
Degree or equivalent	√		Application
Higher degree or equivalent		√	Application
Finance or accounting qualifications (ACA/ACCA qualified or AAT)	√		Application
Undertaken extensive relevant CPD	√		Application
No adverse criminal record	√		DBS check

Experience	Essential	Desirable	Evidence
Experience of working in a school or educational environment		√	Application/reference
Managerial and business acumen		√	Application/reference/ interview
Contributed at a senior level within a leadership team of an organisation		√	Application/reference/ interview
Extensive experience managing budgets and financial systems	√		Application/interview
Experience of negotiating contractual agreements and managing suppliers	√		Application/interview
Track record of leading the strategic financial planning for a medium organisation		√	Application/reference/ interview

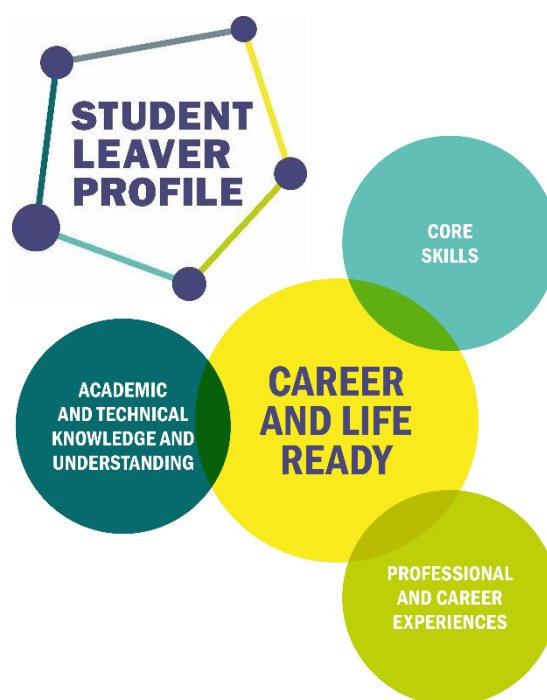
Professional knowledge and understanding	Essential	Desirable	Evidence
Good working knowledge of accounting practices and preparation of annual accounts	√		Application/reference/ interview
Understanding of academy reporting and financial requirements	√		Application/interview
Knowledge of Human Resources legislation and processes		√	Application/reference/ interview
Understanding of appraisal and disciplinary processes		√	Application/reference/ interview
Understand the range of policies required in schools		√	Application/reference/ interview

Knowledge of school Management Information Systems and census returns		√	Application/reference/ interview
Understanding of health and safety requirements in education establishments		√	Application/reference/ interview
Skilled in the use of ICT	√		Application/reference
Integrity and a commitment to good governance		√	Application/reference/ interview

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.

Student Leaver Profile (SLP)

The Student Leaver Profile is the cornerstone of our values, ethos and culture. It was created by our wider community of staff, students, parents, community and business leaders. We have an aspiration that all students leave us with an outstanding academic and technical knowledge and understanding, fantastic professional and career experiences and a well-rounded set of core skills ensuring that they are career and life ready.



All staff are expected to demonstrate the core skills:

Core Skills	Essential	Evidence
Ability to establish and develop professional and effective relationships with adults and young people	√	Application/ Interview
Outstanding communication skills both written and oral that are delivered professionally and appropriately	√	Application/ Interview
Excellent interpersonal skills and builds positive relationships with staff, students, business and all stakeholders	√	Application/ Interview
To listen carefully to others and actively respond in a professional manner	√	Application/ Interview
To be punctual and be able to organise, prioritise and meet deadlines	√	Application/ Interview
To set and prioritise personal, educational and professional learning goals and plan how achieve them	√	Application/ Interview

To actively take responsibility for our own learning; use initiative; ask questions; seek help when needed	√	Application/ Interview
Work efficiently and accurately	√	Application/ Interview
Excellent ICT and organisational skills	√	Application/ Interview
To be willing to move outside of comfort zone in order to develop, deepen and promote successful outcome.	√	Application/ Interview
To always apply full effort and drive towards success, even if not always successful first time	√	Application/ Interview
To approach situations creatively, take pride in our work and produce to a high standard	√	Application/ Interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√	Application/ Interview
Willingness to take on responsibilities beyond previous experience with suitable support	√	Application/ Interview
To welcome feedback and apply it positively to improve our work and ourselves	√	Application/ Interview
To evaluate personally and seek others opinions to improve	√	Application/ Interview
To take critique and learn from it to set future goals	√	Application/ Interview
Able to work as part of a wider team with a flexible approach to the role	√	Application/ Interview
To help others to achieve by encouraging them and supporting them academically, emotionally and professionally	√	Application/ Interview
To adapt to different ways of working, to work hard and strive to achieve team goals	√	Application/ Interview
To share responsibility for outcomes and contribute to planning and goal setting	√	Application/ Interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√	Application/ Interview
Committed to equality and diversity	√	Application/ Interview
Honesty, integrity and professionalism	√	Application/ Interview
To act with integrity at all times and be mindful of how actions can affect others.	√	Application/ Interview
To be compliant with the rules and routines of the college, community and workplace.	√	Application/ Interview
To take care of resources, materials and environment and use them safely and responsibly.	√	Application/ Interview