

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

JOB DESCRIPTION

Job Title	Executive Director of Finance and Corporate Services
Grade	AP5-001 – AP5-003
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Finance
Accountable to	Chief Finance Officer

JOB PURPOSE

- Provide strategic financial leadership to safeguard the College's long-term financial sustainability, resilience and regulatory compliance.
- Integrate financial planning with curriculum, estates, workforce and capital priorities, ensuring robust governance, strong internal controls and value for money. Advise senior leaders and governors with authority and independence.
- To exercise autonomous oversight of Corporate Services – Provide strategic leadership across Finance and Procurement ensuring accurate data, effective systems and cohesive delivery aligned to the College's strategic objectives.
- Support the embedding of a culture of financial accountability and transparency across the organisation through clear guidance, training and accessible management information, strengthening institutional discipline and performance
- Maintain comprehensive financial and data governance frameworks, manage complex compliance matters and lead strategic relationships with auditors, funders, bankers and HMRC.
- As a senior corporate leader – Contribute as a member of SLT to whole-College strategy, drive performance, supporting multidisciplinary solutions/teams and enable organisational effectiveness.

KEY RESULT AREAS

Financial Leadership and Sustainability

1. Provide strategic financial leadership to safeguard the long-term financial sustainability, resilience and regulatory compliance of the College.
2. Provide strategic leadership to the Finance function, working through the Head of Finance to ensure the department operates as a high-performing, proactive and value-adding service that supports managers and leaders in making informed decisions aligned to the College's strategic priorities.

3. Support the Chief Financial Officer in the development of robust medium- and long-term financial planning, integrating financial data with curriculum planning, estates investment, workforce strategy and capital development to secure sustainable growth and value for money.
4. Ensure that financial planning is aligned with curriculum planning and funding strategy, working closely with the Director of Funding and Curriculum Planning to support funding optimisation and financial sustainability.
5. Ensure organisational compliance and oversight of a comprehensive framework of Financial Regulations, policies and internal controls that reflect best practice, ensure strong governance and provide assurance to the Executive Leadership Team and Corporation.
6. Promote and engender a culture of financial accountability and transparency across the organisation through clear guidance, training and accessible management information.
7. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.
8. Any other duties commensurate with the grade and status of the post.

Oversight of Corporate Services Functions

1. Provide strategic leadership and oversight across key Corporate Services functions that, while diverse in scope, are fundamental to institutional performance, financial sustainability and regulatory compliance.
2. Provide clear strategic direction across Finance and Procurement, ensuring that priorities, delivery plans and performance measures are aligned to the College's Strategic Plan and financial sustainability objectives.
3. Oversee the effective coordination of financial, curriculum and performance information so that senior leaders and governors receive accurate, timely and analytically robust information to support strategic decision-making, funding optimisation and risk management.
4. Work collaboratively with the Director of Funding and Curriculum Planning to ensure that financial planning and reporting are appropriately informed by Curriculum Planning, funding compliance and organisational performance.
5. Ensure the ongoing development of systems, processes and digital solutions across Corporate Services that improve efficiency, strengthen data integrity and enable effective cross-functional working in support of curriculum delivery and organisational effectiveness.
6. Maintain and ensure rigorous oversight of internal control and assurance arrangements across Corporate Services, ensuring compliance with funding body conditions, audit requirements and statutory obligations, and providing confidence to senior leaders and governors regarding operational effectiveness and risk management.
7. Lead and strategically develop high-value external partnerships with the College's bankers, HM Revenue & Customs, internal and external auditors, and principal funding bodies, ensuring proactive engagement, regulatory compliance, financial stewardship and sustained organisational resilience.
8. Cultivate relationships that extend beyond transactional liaison to inform strategic dialogue, strengthen assurance, enhancing credibility with stakeholders, and supporting the College's long-term financial sustainability and risk management framework.
9. Ensure robust data governance, data quality and assurance frameworks are in place for audit readiness and external returns.

10. Lead the strategic development of procurement systems to ensure they are fit for purpose, integrated, future-focused and deliver value for money, supporting digital transformation and improved management intelligence across the College.
11. To participate in the College's strategic planning process, providing leadership and effective operational management in areas relevant to the key focus of the role.
12. Provide strategic oversight and leadership of the Procurement function, ensuring that the procurement activity supports the Colleges strategic priorities, delivers value for money and complies with relevant legislation, regulation and college policies and procedures.
13. To provide systematic and rigorous performance management to designated managers and ensure that annual objectives (Operational Plan) are set and effectively managed and delivered.
14. To ensure 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.
15. To represent the College with Partners and other external organisations encouraging a positive and collaborative approach to joint working.
16. To represent the College externally in respect of its regional, national and international events as required.
17. To present to the College Corporation and other bodies/agencies such reports and other documents associated with portfolio of responsibilities.
18. Contribute as a member of SLT to whole-College strategy, drive performance, supporting multidisciplinary solutions/teams and enable organisational effectiveness.
19. To deputise for the Chief Finance Officer and other Senior Postholders as required.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE 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. 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.
6. Ensure that allocated staff have the experience and skills needed to carry out their roles.
7. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
8. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

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. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. 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.

BELONGING AND INCLUSION

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 Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion 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 Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging and Inclusion 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.

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk



ASSESSED BY KEY

1. Application form 2. Interview 3. On the job 4. Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Executive Director of Finance and Corporate Services

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Recognised Chartered Accountancy qualification with substantial post-qualification experience (at least three years) operating in a senior strategic finance role	1	✓	
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	1	✓	
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	1 / 2	✓	
A successful track record of managing change and service reconfiguration at a senior level	1 / 2	✓	
Extensive experience of managing complex financial matters, including consultation with internal/external agencies, HMRC, external Consultancy and professional bodies	1 / 2 / 3	✓	
Experience of successfully managing both a Finance team and staff from an unrelated profession	1 / 2	✓	
Strong understanding of Public sector finance requirements	1 / 3	✓	
A high degree of professional autonomy, requiring independent judgement, strong operational grip and clear accountability for standards, performance and compliance across the portfolio.	1 / 2 / 3	✓	
Ability to set, define and manage annual objectives across a range of professions	1 / 2 / 3	✓	
Proven track record of implementing and managing effective financial systems and processes which provide cost-effective solutions to key organisational issues.	1 / 2 / 3	✓	

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PERSON SPECIFICATION

Job Title: Executive Director of Finance and Corporate Services

Skills	Assessed by	Essential	Desirable*
Ability to organise workloads of self and others and manage competing priorities.	2 / 3	✓	
Ability to lead teams and support individual and team development by prioritising operational demands on a strategic basis for Corporate functions	2 / 3	✓	
Ability to deal professionally with colleagues, students and other stakeholders, in person, by phone or by correspondence with excellent written and oral communication skills.	1 / 2 / 3	✓	
Ability to interpret and communicate complex finance, management, curriculum and funding information clearly to senior leaders, governors and external stakeholders.	2 / 3	✓	
Promotes the effective use of high-quality financial, management and curriculum information to drive organisational performance, accountability and continuous improvement.	2 / 3	✓	
Ability to competently chair meetings effectively.	3	✓	
Leadership and motivation skills	2 / 3	✓	
Ability to work collaboratively with external bodies, partner organisations and external stakeholders.	2 / 3	✓	
Confidence in using digital tools to support in the role	1 / 2 / 4	✓	
Demonstrate the ability to work in a timely and effective manner responding rapidly to changing working environment.	3	✓	
Have a systematic, methodical approach with attention to detail with a track record of thinking strategically and laterally to achieve targets.	2 / 3	✓	

Ability to demonstrate commercial acumen	2 / 3	✓	
Ability to manage complexity and diversity	2 / 3	✓	
Proven capacity to work innovatively and independently	2	✓	
Ability to produce high quality management information to pre-specified deadlines	3 / 4	✓	
Recent working knowledge and experience of utilising Microsoft Office packages (Excel, Word and Outlook)	1 / 2 / 3 / 4	✓	
Be committed to resolving problems and to improving own performance	2 / 3	✓	
Personal and professional integrity	2 / 3	✓	
Able to provide and receive highly complex, sensitive or contentious information	2 / 3	✓	
Suitable to work with young people and other vulnerable groups	1 / 3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

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 Colleges 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 & 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 & 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. YPLA/ SFA / HEFCE);
- 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 (e.g. Apprenticeships, NEETs);
- Understanding and reacting positively to changes in legislation (e.g. Pensions, VAT, CSR).

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: September 2026