



## **Vice Principal - Finance and Resources**

**Salary £70,000 - £75,000**

Generous Local Government Scheme Pension

35 days annual leave

Start: ASAP

City College Southampton is a medium sized general further education college, located in the heart of Southampton. This is an exciting time in Southampton with a strong pipeline of major economic developments having a real impact on the city. The College has a strong track record of meeting the skills needs of the City and is working hard to support the changes in the area. As our Vice Principal for Finance and Resources you will play a central role in shaping and delivering our vision for the future.

We are seeking a Vice Principal Finance and Resources who is a highly skilled, qualified and experienced finance professional who can lead the college on all aspects of strategic financial management and planning. We need someone who has the skills to continually assess the increasingly complex funding environment and its impact so we can take proactive strategic decisions.

You will be a key member of the College's Senior Leadership Team, providing strategic and operational leadership for the Finance, MIS, Estates and Procurement, Student Records and ICT teams, ensuring that the College has services that actively support its educational objectives in establishing an outstanding provision for our learners.

You could already have a proven track record as finance director of a complex organisation, or perhaps this will be a step up to this senior role - in which case, we can provide you with the support you need to succeed. Either way, you must be an outstanding leader with a strong interest in education. We would be delighted to receive applications from finance professionals within higher education, as a number of Finance Directors in FE have successfully made the transition from HE.

Although you are a powerful strategic thinker in terms of both finance and business, you will also be prepared to roll your sleeves up and contribute at a practical level. You will be a corporate player who is great with people, processes and systems - and you can provide challenge, expertise and insight to help us achieve our vision and ambition for the College's future.

Applications should arrive no later than noon on **Friday 10 July 2015** and interviews will be held on **Friday 17 July 2015**; please ensure you can be available on this day. To be considered for this position, please send an up to date CV and a letter of application to [michelle.foston@southampton-city.ac.uk](mailto:michelle.foston@southampton-city.ac.uk)

Thank you for your interest in City College.

**Title:** Vice Principal - Finance & Resources

**Reporting to:** Principal and Chief Executive

**Responsible for:** Finance Manager  
Student Records Manager  
MIS Manager  
Estates and Procurement Manager  
ICT Support Manager  
Project Officer

**Purpose of Post:** To take a strategic lead in the development and management of the College's finances, planning and funding. To lead the development of sound fiscal policy and strategy. To analyse and report, at a strategic level, on all aspects of the College's financial performance. To lead and manage several College teams across a variety of support areas.

**Date:** May 2015

**Key Responsibilities:**

**Financial Management**

- Develop and deliver the Financial Strategy for the College in support of the strategic plan and financial objectives
- Provide financial advice to the Principal and Chief Executive, College Board and College Management to enable the College and its Governing Body to undertake their statutory responsibilities
- Develop a three year Financial Forecast ensuring the ongoing financial viability of the College
- Advise the SMT and Corporation on financial implications of SFA, EFA, HEFCE policies and on the implications of changes to other funding streams or financial policies (e.g. accounting practices, tax rates etc.)
- Establish and manage financial systems which ensure effective reporting and control of income and expenditure
- Ensure the timely preparation and reporting of College budgets, financial forecasts and management accounts
- Ensure that capital projects are appropriately managed and their impact is accurately reported
- Act as the College's Risk Management Champion and report on risk to Audit Committee and the Corporation Board
- Lead the College's engagement with internal and external auditors and ensure that the College acts on audit findings

- Lead the provision of financial services to the Inspire Academy Trust and its schools.

#### **Student Records and MIS:**

- Lead the management of all aspects of student records, funding, planning and MIS. Advise SMT on appropriate strategies to optimise funding opportunities and mitigate risks
- Monitor the College's performance against funding contracts and KPIs and ensure SMT and the Governing Body are advised of significant issues
- Maintain up-to-date knowledge and understanding of the regulations and requirements of the various college funding bodies, such as the EFA and SFA, through regular liaison with these bodies
- Ensure decision makers in the College at all levels understand relevant information and conditions about funding in order to plan effectively and to optimise performance
- Ensure the provision of accurate and timely management information to College to support decision making processes.
- Ensure College is compliant with all funding requirements.

#### **Facilities and Procurement**

- Provide strategic direction for the maintenance and development of the College's estate
- Ensure safe working and learning environments through high standards of maintenance of the College environment and its security
- Monitor procurement practice to maintain good value for money throughout the College
- Oversee the delivery of sub-contracted services to ensure good quality and value for money e.g. provision of catering to the College.

#### **IT**

- Provide strategic advice and direction on the development of IT
- Ensure that there are effective regulations, processes and information systems for the management of the College's ICT infrastructure.
- Lead the Strategic Projects Steering Group and ensure that business cases for all new projects are appropriately scrutinised and that robust project management ensures timely implementation.

## General

- Contribute as part of the Senior Management Team to the strategic planning and policies of the College and work with colleagues to assist in its effective management and the achievement of the College's objectives
- Represent the Principal and College on external bodies and develop these links to promote the interests of the College
- Deputise for the Principal from time to time
- Work with the other members of the SMT to ensure the efficient use of resources
- Effectively lead the management of several College teams and support team managers in the effective leadership and management of their teams
- Manage the development of team members through regular appraisal, review and use of staff development activities
- Positively promote equality of opportunity for staff and students
- Observe, implement and develop College policies and practices e.g. Financial Regulations, Health and Safety etc.
- Carry out other duties as may reasonably be required from time to time.

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the college.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing. This job description is current as at the date of advert, but will be updated in consultation with the post holder should circumstances change.

## PERSON SPECIFICATION: DIRECTOR OF FINANCE AND FUNDING

Criteria	Essential/ Desirable	How Assessed
Qualifications		
Degree or equivalent	Essential	Application form
Qualified accountant	Essential	
Higher Degree or Management qualification	Desirable	
Experience		
Extensive post-qualification experience in a senior finance management role	Essential	Application form/Interview
Experience of senior management in further education	Desirable	
A proven excellent record of financial management in a complex organisation	Essential	
Completion of statutory returns including final accounts and management of auditor relations	Essential	
Demonstrable ability to budget and forecast accurately	Essential	
A strong track record of achievement of targets	Essential	
Management of multi-disciplinary teams	Desirable	
Knowledge		
Financial regulations relevant to FE, schools and charities	Essential	Application form/Interview
In depth understanding of FE and HE funding	Desirable	
Understanding of SFA financial returns	Desirable	
Understanding of new school models, e.g. studio schools	Desirable	
Skills and Competencies		
Excellent management and leadership skills	Essential	Application form/Interview
Well-developed analytical reasoning and problem solving	Essential	
Excellent organisational skills, being able to prioritise workloads and meet deadlines	Essential	
An appreciative management style which recognises the contribution of others	Essential	
Other Requirements		
To have satisfactorily met the requirements of a DBS check appropriate to the post.	Essential	Interview
Current UK driving licence	Essential	Licence



Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 52

Salary range: £75,000

Holiday entitlement: 35 days plus bank holidays

Holiday restrictions: Leave cannot be taken on certain days designated by the College. Leave is to be agreed in advance with the line manager.

Pension scheme: Local Government Pension Scheme (defined benefit scheme)

Location: Southampton