SOUTH ESSEX COLLEGES GROUP

Job Description

Job Title	**Director of Finance**
Department	**Finance**
Reports To	**Chief Financial Officer**
Grade	**Spot Salary**
Location	**Thurrock Campus**

Job Purpose

1. To support the GDCEO.
2. To maintain auditable monthly and annual statutory accounts, ensuring all control systems are adhered to and maintained.
3. To provide technical finance & procurement support to the Group in a way which complies with financial, audit & procurement regulations so that the objectives of the Group are achieved.

Key Duties and Responsibilities

1. Lead and manage the financial services team to ensure high performance and business efficiency.
2. Oversee the preparation of financial services information for Senior Management and Governor meetings where appropriate.
3. Responsible for the production of the year-end financial statements adhering to DfE guidance and the SORP and other applicable regulations.
4. To manage and co-ordinate the work of the external and internal auditors.
5. Maintain an effective budget setting and monitoring process including the College Financial and Forecasting Return (CFFR).
6. Monitor the financial health, cashflow, balance sheet and Income and Expenditure account including forecasting.
7. Ensure the financial regulations and procedures are up to date and compliant with the latest legislation and accounting standards. Providing cross college training, advice and guidance.
8. Support the design and implementation of the Finance & Procurement strategy across the College.
9. Implement tight governance and control and continuously improve the group's financial services.
10. Lead procurement activity and ensure statutory and financial obligations are met and efficiencies achieved in line with the Value for Money (VfM) strategy.
11. Develop and implement procurement strategies in line with public sector procurement.
12. Lead tendering and contract negotiations to ensure the effective supervision and monitoring of 3rd party suppliers.
13. Deliver a robust finance business partnering model which meets the needs of the organisation.

14. Prepare rolling cash flow forecasts, organise investments, and ensure effective treasury management.
15. Ensure the security of the College's assets and maintenance of an accurate Asset Register.
16. Ensure VAT is correctly accounted for in College transactions.
17. Oversee the provision of an accurate and efficient payroll service.

Management Responsibilities

3.0 Lead and manage all designated areas of responsibility (Finance, Procurement & Payroll). Role model outstanding financial service practices.

3.1 Implement communication strategies which ensure that key College financial information is raised with GDCEO and shared with all relevant staff throughout the College Campuses.

3.2 Embed a positive staff workforce that is committed to the College's vision and values, whose culture is one of striving for excellence within their areas and responsibilities.

3.3 Set clear expectations by embedding robust performance management processes, in line with college policies and processes throughout all staff employment.

3.4 In conjunction with the management team, identify and take appropriate action in relation to poor performance quickly and efficiently in line with college policies and procedures.

3.5 Responsible for ensuring staff have 1-2-1 meetings, performance & development reviews and/or probation reviews regularly and in a timely manner.

3.6 Identify and act quickly on risks to financial health.

3.7 Lead and manage professional development for staff ensuring they maintain up to date knowledge on all relevant legislation, regulations, awarding body criteria etc.

3.8 Work proactively with the Chief People Officer to implement and complete relevant compulsory professional training and CPD as appropriate.

Budget Responsibilities

4.0 Work with the GDCEO, and relevant staff to effectively establish and agree College Campus budgets.

4.1 Ensure full compliance with Group Financial Policies and processes.

4.2 Responsible for compliance with procurement of goods and services ensuring value for money and effective utilisation of items procured.

4.3 Effective budget management.

General Responsibilities

5.0 Create a safe working culture that enables staff to speak up, think innovatively, develop, and share and try out new ideas and processes, and work collaboratively to contribute to improvements across colleges.

5.1 Maintain, the health, safety and welfare of staff and students through compliance with college policies, including effective risk management procedures.

5.2 Embed equality, diversity, and inclusion throughout all aspect of your role, promote key information and challenge unacceptable behaviours and conduct in a timely manner.

5.3 In line with GDPR legislation and regulations, take responsibility for the data that you manage and process.

5.4 Implement with College policies and procedures, ensuring you communicate these with all relevant staff and monitor and track compliance.

5.5 Work collaboratively with all academic and support services to support the needs of staff and our students.

5.6 Actively chair and engage in a range of cross College meetings, as required.

5.7 To carry out any other duties as may be required by the CEO Group, Executive Board or as may be required or as directed.

- Every member of staff is expected to show respect to their colleagues and to understand and adhere to the Group's value of dignity at work; they are also expected to work collegially and to support all the teams with which they have contact in achieving the Group's objectives.
- Any other duty as required by the line manager commensurate with the post.

Note:
The above list of responsibilities provides clarity as to roles and responsibilities; however, this may not be exhaustive and is subject to strategic decisions, business operational needs, legislation, or regulations etc. The role specification does not form part of your contract of employment.

Our Culture and Core Values

Our Culture and Core Values Our culture defines who we are and how we work. It shapes the way we teach, learn, and grow together - as professionals, learners, and members of our community.

- We are a community of professionals, inspiring our learners to be extraordinary.
- We set high standards and lead by example. Through passion, creativity, and expertise, we empower learners to achieve more than they ever thought possible.
- We are accepting and encouraging of all who come through our doors. Inclusion is at the heart of our identity.
- We celebrate individuality, welcome diversity, and create a safe, supportive environment where everyone belongs.
- Stimulated by modernity, we are diverse in thought, identity, and aspiration. We embrace innovation and forward-thinking ideas. Our differences make us stronger, and our shared ambition drives progress and transformation.
- We are powerful and ambitious - as individuals and together.
- We believe in the power of potential. By nurturing talent, celebrating success, and challenging ourselves, we grow stronger as a united community.
- We build resilience through tough love and support. We believe that challenge builds character. Our approach balances care with high expectations, ensuring that both our learners and staff have the resilience to thrive in every situation.

Every action we take - in the classroom, in our communities, and in our partnerships - reflects these values. Together, we are shaping a culture of excellence, inclusion, and transformation.

Equality, Diversity & Inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and people from the LGBTQ community.

Safeguarding of Children and Vulnerable Adults

The Group is committed to safeguarding and promoting the welfare of all learners. We expect everyone working for the Group to share this commitment. All posts in the College are subject to an Enhanced DBS check and where appropriate a barred person's list check.

NB: The purpose of the job description is to indicate the general level of responsibility of the position. It is not designed to be an exhaustive list. The duties may vary from time to time without changing their general character or level of responsibility.

Person Specification

It is expected that the successful candidate will be able to demonstrate the following competencies and qualities. These will be tested and assessed by application, selection test and a panel interview:

Qualifications	Essential/ Desirable	Application / Interview
A professionally recognised qualification in accountancy (e.g. CIMA, CIPFA, ACCA, ICA)	E	A/I
A Management Qualification is desirable	D	A/I
Knowledge and Experience		
Minimum of 5 years' experience in a similar role is essential	E	A/I
Experience of production and review of financial reporting I.e. Monthly Management Accounts & Statutory financial statements	E	A/I
Experience of multiyear Cash flow management	E	A/I
Experience of developing appropriate financial systems	E	A/I
Experience of budget setting and 3 year financial planning at organization and departmental level	E	A/I
Up to date knowledge of Procurement & Payroll guidelines	E	A/I
Experience of working in an educational setting is desirable	D	A/I
Experience of Management of a Procurement and contracts function	D	A/I
Experience of funding rules affecting FE / HE	D	A/I
Experience of capital projects and estates strategy	D	A/I
Skills and Abilities - The successful candidate should be able to offer evidence of appropriate skills and competencies aligned to the College values:		
Ability to work under pressure and meeting deadlines is essential	E	A/I/P
Ability to work using own initiative, both independently and as a member of a team is essential	E	A/I
Ability to manage, motivate and mentor a diverse team	E	A/I
Ability to deliver accurate, timely and well-analysed information	E	A/I
Ability to assimilate complex instructions or information	E	A/I
Ability to develop policies and procedures	E	A/I
Ability to work effectively with managers and influence outcomes of meetings and discussions	E	A/I
Ability to communicate technical concepts and issues effectively to non-specialists	E	A/I

High level inter-personal skills are essential	E	A/I
The ability to maintain confidentiality	E	A/I
An understanding of 'safeguarding' and its importance within the college, together with a commitment to creating a safe learning/working environment	E	A/I
PARTNERSHIPS: Being pro-active and customer focussed with the ability to motivate and support colleagues in a team environment	E	A/I
RESPECT: Being a considerate team worker, polite in all communication, highly self-motivated, adaptable, flexible and a fast learner.	E	A/I
OUTSTANDING: Ability to think creatively when faced with operational challenges	E	A/I
UNITED: Ability to work within a team and across College to achieve the College Aims and Goals.	E	A/I
DETERMINED: ability to work to deadlines with a perseverance to succeed.	E	A/I

Key to test Methods: A = Application I = interview P = Practical test

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.