



Truro & Penwith College

**DIRECTOR OF FINANCE &
DIGITAL SERVICES**
Application Information Pack



Advert

Full Time

DIRECTOR OF FINANCE AND DIGITAL SERVICES

Salary: £70,000 - £80,000 per annum

Appointment from August 2023

We are one of the highest performing colleges nationally on all courses at all levels, rated Ofsted 'Outstanding' provider.

We are seeking a confident, personable individual with high expectations and an attention to detail who has experience in leading a Finance and/or Digital function in a Post 16 environment and inspires team members to perform to a high level, builds positive relationships with stakeholders and colleagues and participates in driving excellence within the organisation.

Responsible for shaping the future direction of the following activities: Funding, Finance, Management Information Systems, IT Network and Digital Services, College transport, Capital Bids, Capital Equipment, Audit and Risk, Efficiency, Bids and Plans and Procurement. The postholder will report directly to the Principal and contribute to strategic planning, enabling the College to be efficient, ambitious and organised in its performance and expenditure. This would be an inspired move for an individual capable of, and interested in, delivering on capital projects and organisational growth.

The postholder would manage a team of leaders including MIS, IT and Finance and have a good knowledge of funding rules and compliance in a post 16 educational environment, an understanding of curriculum planning with excellent analytical skills, good numeracy and a desire for efficiency and effectiveness. You will be a financially astute, articulate, technically strong, influential leader with the ability to operate at strategic and operational level.

If you are keen to develop your career in Further Education to the highest level, then we would like to hear from you.

We offer a generous package with benefits including 40 days annual leave plus bank holidays and College closure days, teacher pension scheme, relocation package, free on-site parking and a variety of on-site benefits and discounts.

Interviews will take place week commencing Monday, 20 March 2023.

CLOSING DATE: 12 NOON FRIDAY, 3 MARCH 2023

Curriculum Vitae are not accepted, Application Forms only.

Successful candidates will be notified within 4 weeks of the closing date.

About us

We are proud of our College and what it has achieved since it opened in 1993. Student numbers have grown tenfold and this September we welcomed 5,100 full time 16-18 students, 320 HE students, 880 Apprentices and 3,100 part time students. The College's broad range of provision includes a wide choice of more than 42 A level subjects, The International Baccalaureate (we are the only provider in Cornwall), BTEC and UAL Diplomas, a range of occupational based courses including Construction, Hospitality, Hair and Beauty, Automotive Engineering and Engineering and T levels in Construction, Early Years, Health, Digital and Science. There is a very significant High Needs provision, and the College offers a wide range of apprenticeships together with professional qualifications as well as a large Higher Education provision from levels 4 to level 6 in partnership with the Universities of Plymouth and Greenwich.

Central to everything the College does are the students. Our commitment is to provide the very best student experience and allow all our students to achieve their objectives and aspirations. Within the College there is a culture of continuous improvement, and the curriculum offer is enhanced by a significant variety of enrichment activity from curriculum area academies, a College wide health and well-being programme for students and staff to residential and local trips and visits including a number overseas.

The College has continued to invest in new buildings to accommodate the growth in provision and has also undertaken a series of major capital projects including the re-development of the Penwith Campus and the establishment of a new Free School – Callywith College in Bodmin. Due to the College's strong financial position, we can continually reinvest in support of our learners and recent capital investment has included T level developments in Science and Construction and the opening of the new Valency Building which is part of the Southwest Institute of Technology providing state of the art facilities in Engineering, Digital Technologies and Welding. A successful Strategic Development Fund Bid that the college led on in partnership with Cornwall Council, Cornwall IOS LEP and The Cornwall College Group has delivered a new Green Skills Business Centre on the Truro campus and teaching facilities and resources for training in new Electric Car technology. We are also halfway through a new capital build project in Bodmin that was funded through the government's growth fund agenda and this building will be a new STEM and Health Skills Centre.

The College is also a Computing Hub, it leads on the Science Learning Partnership and is a member of the Institute of Physics Institute. It was one of the first colleges to be awarded Beacon status and has also gained The AOC National Beacon Award for Leadership and Governance and the AOC National Beacon Leading Light Award. The College is also the only provider of the new T Level qualification in Cornwall and has already recruited to the first two waves.

We are looking for exceptional candidates with the vision, energy and determination to work at senior level. Individuals able to work with a committed and supportive senior management team and an experienced governing body to build on success and seize the opportunities to further develop the College and provide a first-class education and training for all our learners.

The College employs close to 1,300 staff and plays a key role in the local communities and economies. It is important that as the Director of Finance and Digital Services you share our commitment to achieving the priorities of raising aspirations and advancing inclusion.

If you have the appetite and leadership qualities to take on this challenging yet very rewarding role, then we look forward to receiving your application.

Job description

Post:	Director of Finance and Digital Services
Responsible to:	Principal
Grade and Conditions of Service:	<p>The salary will start between £70,000 - £80,000 dependent on experience</p> <p>The salary for this post is reviewed annually by the College Remuneration Committee.</p>
Main Purpose of Job:	<p>To play a full role in the Senior Management of the College.</p> <p>To provide leadership in relation to the following activities: Funding, Finance, Management Information Systems, IT Network and Digital Services, Capital Bids, Capital Equipment, Audit and Risk, Efficiency, Bids and Plans, Procurement and College funding and finance.</p> <p>To lead on the development of integrated information systems to reduce the cost and complexity of managing data required from multiple systems, to support decision making, across the organisation.</p> <p>To contribute to the work of the whole College in a variety of ways not specifically listed.</p> <p>To share with other members of the Senior Management Team line management responsibility for team leaders.</p> <p>To deputise for the Principal as required.</p>
Specific Duties:	
Funding:	<p>To lead on the financial strategy and planning, both in relation to national policy, local and partnership needs.</p> <p>In consultation with the Principal, determine the financial targets and budgets in accordance with the strategy determined by the Corporation.</p> <p>Ensure full legal compliance with the requirements of external funding bodies and methodologies.</p> <p>To ensure the College's income is maximised by exploring opportunities and overseeing bids.</p> <p>To lead on relevant partnerships with the local Authority and other bodies in respect of funding arrangements and negotiations.</p>

Procurement:	Lead on tender processes ensuring best value and having regard to Financial Regulations and Financial Procedures.
Finance and Administration:	<p>To lead on planning the implementation and delivery of the College accounting function.</p> <p>To ensure the College responds in a timely and accurate manner to all requests for financial returns including those from funding bodies, HMRC and pension agencies.</p> <p>Ensure Governance and Senior Management Team have regular and accurate management information on all matters concerning Finance and Audit Compliance.</p> <p>To ensure all staff are aware of and briefed on relevant matters of finance.</p> <p>To ensure sound and efficient financial regulations, financial management information and planning systems and financial controls.</p>
Capital Bids/Equipment:	<p>Ensure capital bids and equipment are effectively and efficiently managed.</p> <p>Ensure best value is achieved.</p>
Audit and Risk:	<p>Ensure full compliance with internal and external auditors to maintain an effective service for the College that complies with statutory requirements.</p> <p>Ensure timely production of year end accounts.</p> <p>To lead on the College's strategy for risk management and control, ensuring risk registers are maintained throughout the College.</p>
Efficiency:	To work collaboratively with all College Directors to seek and investigate opportunities for efficiencies in order to ensure that the financial health of the College is sustained at the highest possible level, whilst maintaining quality of delivery.
MIS:	<p>Manage relationships with the MIS department to make effective use of data for the continued improvement of the learner experience, progress and outcomes.</p> <p>Maintain detailed analysis of student achievements and to prepare results for presentations and publications as necessary.</p>
Digital	Provide technical leadership for the Digital Strategy including developing and supporting the strategic plan and related projects and ensuring the delivery of IT service provision across the organisation.

Ensure all staff are actively contributing to organisational priorities and delivering a first-class service and capitalising the effective use of evolving technologies.

Create and embed a prioritisation approach to develop a roadmap for innovation with the relevant processes, tools and metrics to support business objectives and new growth opportunities

To work with the Director of Partnerships on the development and management of the Management Information System using Unit E and Capita Advantage

Bids/Plans: To provide leadership to ensure appropriate Bids/Plans and Capital Projects are developed and new opportunities are identified and secured.

Line Management: To be Line Manager of a number of middle managers.

Lead and develop the Finance Team.

Other: To manage and deploy resources responsibly and efficiently in order to ensure best value is obtained.

To fulfil responsibilities in respect of chairing formal meetings in relation to the College performance management procedures as and when required.

To maintain a visible presence at all College sites as appropriate.

To undertake other duties as deemed commensurate with the role and its level of responsibility.

General Requirements: As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first nine months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Person Specification

The person sought will possess most if not all of the following characteristics:

1. A CCAB recognised accounting qualification or similar (For example: ICAEW, ACCA, CIPFA, ICAS, CIMA)
2. An honours degree or similar equivalent qualification.
3. Proven significant experience of the Management of Finance in a FE College, Local Authority, or complex business environment.
4. Knowledge and experience of evolving digital technologies, their impact on academic and/or professional services delivery.
5. A proven track record of leading technical teams to deliver tangible outcomes and services for end users.
6. Demonstrate a working knowledge and understanding of the reporting requirements of FE Managers.
7. Demonstrate sound knowledge of using computerised accounting packages.
8. Proven experience of leading and managing in a complex multi-site organisation.
9. Financially astute, articulate, technically strong, influential leader with the ability to operate at strategic and operational level.
10. Experience developing and working with highly integrated and digitalised systems.
11. The intellectual ability to analyse trends and develop an appropriate educational response.
12. Be an effective communicator, both written and oral, and have a high level of presentation skills.
13. Ability to handle high levels of pressure and critical decision making.
14. Be committed to good working relationships and have the ability to motivate others.
15. Be committed to the implementation of working practices which are fully inclusive and free from any bias relating to gender, disability or ethnicity.
16. Enthusiasm for new opportunities to help continue to take the College forward.
17. Demonstrable habits of hard and sustained work.
18. Have a cheerful, flexible and zestful approach to work and a well-developed sense of humour.

Anyone applying for jobs with children, young people or vulnerable adults need to be DBS registered otherwise they cannot be engaged. If you apply for a job with children, young people or vulnerable adults when you know you are on a barred list you could be fined or face a prison sentence. Truro & Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Useful Links

[REPORT AND FINANCIAL STATEMENT OF TRURO AND PENWITH COLLEGE](#)

[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

[TRURO AND PENWITH COLLEGE PROSPECTUS AND OTHER PUBLICATIONS](#)

Terms & Conditions

Continuous Service

Your continuous service dates from the commencement of the contract with the college except where periods of previous service with other local authorities and related employers are allowed to count as continuous employment for specified purposes in the Contract, the pensions scheme and other agreements.

Holidays

Holiday entitlement for this post is currently 40 working days plus college closure days and public holidays.

Probationary Period

The appointment is subject to the satisfactory completion of a 9-month probationary period.

Pensions

The post falls within the scope of the Teachers' Pension Scheme (TPS). Further details can be found at <https://www.teacherspensions.co.uk/members/member-hub.aspx>

Commitment to Safeguarding

Truro and Penwith College is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo a Criminal Record (DBS) Check (Standard or Enhanced depending on the post applied for) and past employment checks.

Equality, Diversity and Inclusion

The College is an Equal Opportunities Employer and is committed to ensuring a culture of valuing diversity and equal opportunities.

Data Protection

By applying for a post at Truro and Penwith College, you are giving your consent for us to process personal information about you. We have legal obligations to fulfil in the way that we deal with that data. We must collect the information fairly, that is, inform you that we will process it for the purpose of recruitment and selection and the employment relationship for the successful applicant. All information will remain confidential and will only be viewed by those involved in the selection process. If you are not successful, then your information will be destroyed after six months in accordance with Data Protection Policy.

Working for Us

Located in a stunning county with dramatic coastline, captivating fishing harbours, spectacular beaches and a world class food scene, Cornwall is a great place to live and Truro and Penwith College a great place to work.

As a college we have won a number of awards, including featuring twice in the Sunday Times "Best Places to Work" survey, achieving gold for 7 years running in the Workplace Health Awards and in 2017, the AoC Beacon Award for Mental Health and Wellbeing & Leading Light Award. The College is also accredited with Investors in Diversity, Investors in Careers and Beacon Status.

We have some great benefits...

- Competitive salaries
- Generous occupational pension schemes for academic and support staff
- Supportive family friendly and flexible working policies
- Competitive maternity, paternity and adoption leave
- In house Cycle to Work Scheme
- Generous holiday & sickness entitlements
- Free cash point facility
- Free Library membership
- Free parking at our Truro and Penzance campuses
- We invest in facilities
- We have fun (team days and social events)
- We value and invest in staff development
- Free health and wellbeing programme including free access to our onsite gym and various free classes you can attend during or after your working day from gardening to knitting or dancing to circuits.
- Free recreational courses
- Staff Discounts at local leisure and retail establishments
- Free health checks and corporate eye care scheme
- In house leadership and management programme
- Accessible campus and facilities
- Free access to Counselling and Mental Health Advisors
- Workstation Assessments/Occupational Health Referrals
- Excellent facilities onsite for relaxation and rejuvenation at discounted prices including restaurants, coffee shops.

How to apply

Application forms and details of how to apply for this post are available online at

<http://www.truro-penwith.ac.uk/work-for-us>

or via email to

HRES@truro-penwith.ac.uk

Application forms can be sent to us either by email to

HRES@truro-penwith.ac.uk

or by post to:

Human Resources & Employee Services Department
Truro & Penwith College
College Road
TruroR1 3XX