



# TRURO & PENWITH COLLEGE

## HEAD OF FINANCE Application Information Pack



## Advert

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Full Time

**Head of Finance** (Truro & Penwith)

£46,637 - £53,450 per annum

Appointment from 1 September 2024

We are one of the highest performing colleges nationally on all courses at all levels, rated Ofsted 'Outstanding'. An exciting opportunity has arisen for an experienced finance professional to join our team. We are seeking a confident and personable Head of Finance to lead our dedicated finance team and contribute to the ongoing success of our financially secure college.

With responsibility for leading and supporting a team of Finance staff to provide a high-quality service to students, staff and relevant external agencies, the Head of Finance will manage the implementation of the College financial strategy, targets and budgets. This will include all aspects of our finances, including reporting, budgeting, forecasting and decision-making, ensuring compliance with policy and regulations. The successful candidate will organise the day-to-day operation of all financial arrangements including the production of associated financial reports, statutory reporting and assurance management.

The finance team is highly experienced, and the successful candidate will be joining a strong, stable and welcoming team, who deliver excellence in our core financial processes and reporting. Your expertise will also help drive sustainable improvements in the College's financial and business performance.

To apply for the role, you will ideally be a fully qualified accountant (ACA/ ACCA/ CIMA/ CIPFA) with experience of leading and managing a finance team. The role would suit an individual looking to develop their career in leadership and broaden their skills in a financial management and strategic direction. Strong candidates who are qualified by experience will also be considered. You will have a strong finance acumen and excellent communication skills, with experience of leading on all aspects of financial management and reporting, audit and risk, governance, and financial budgeting capability. Critically, you will also have the skills and desire to help colleagues across the College improve financial and business performance and to shape our ongoing financial strategy. Applications from outside education are welcome. All required support and training will be given.

If you are interested in this position and would like the opportunity for a conversation with the Chief Financial Officer, please email [hr@truro-penwith.ac.uk](mailto:hr@truro-penwith.ac.uk) and we will arrange an agreed time. Interviews for this position will take place week commencing 8<sup>th</sup> July 2024.

*We offer a generous package with benefits including up to 28 days Annual Leave plus bank holidays and College closure days, Local Government Pension Scheme entitlement, relocation package, free on-site parking as well as a variety of other on-site benefits and discounts.*

**CLOSING DATE: 10 AM, THURSDAY 4<sup>th</sup> JULY 2024**

*Curriculum Vitae are not accepted, Application Forms only.*

## About us

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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 5150 full time 16-18 students, 480 HE students, 700 Apprentices and 6,000 part time students. The College's broad range of provision includes a wide choice of more than 42 A level subjects, The International Baccalaureate, BTEC and UAL Diplomas, a range of occupational based courses including Construction, Hospitality, Hair and Beauty, Automotive Engineering and Engineering. 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.

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. The College is financially very secure, and this allows for continual investment in the supporting of our learners. The Truro and Penwith Multi Academy Trust was established in February 2014 and focuses on pre-16 education. The trust has grown to include over twenty schools across three hubs in Cornwall. The College is also a Maths Hub, Computing Hub, it leads on the Science Learning Partnership and is a member of the Institute of Physics. 2021 will see the completion of a new build at the Truro campus which is part of the South West Institute of Technology. The College is the only Cornwall based partner in this organisation and the building will be used to develop the curriculum offer in Engineering and Digital.

Central to everything the College does is the student. Our commitment is to provide the very best student experience and allow all our students to achieve their objectives and aspirations. The College is very innovative and dynamic in the way that it works and has developed an excellent reputation both locally and nationally. It was one of the first colleges to be awarded Beacon status and in 2016 was the first college to be graded Outstanding under the new inspection framework. The College 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 three pathways.

The selection criteria for short listing and at appointment will include consideration of qualifications, previous experience and achievements, ability to work with energy and commitment, ability to work as a member of a team, and ability to contribute to the future development of the College.

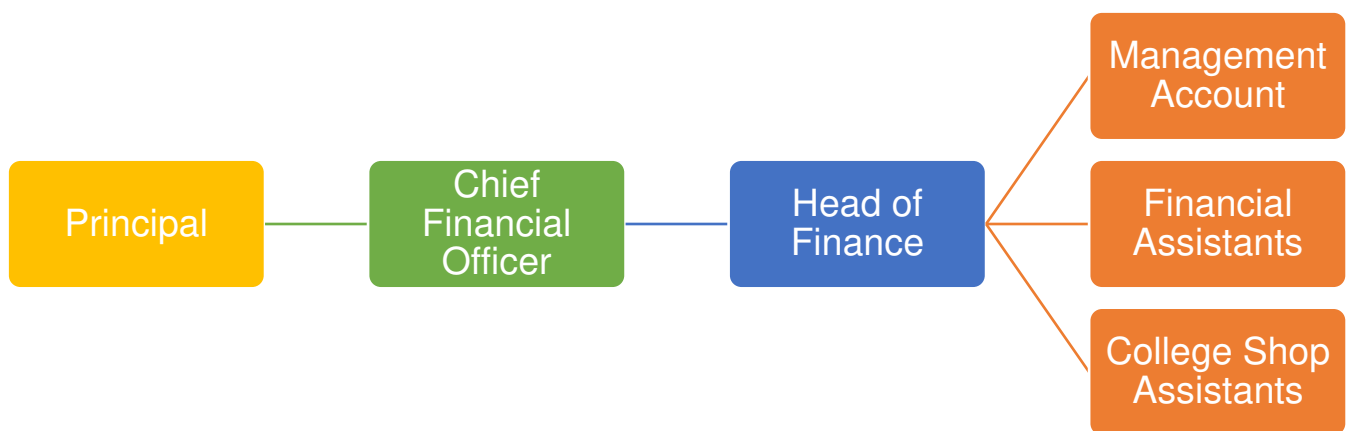
We are looking for candidates with the enthusiasm and determination to work with a committed and supportive Senior Management Team to build on success and seize the opportunities to further develop the college and provide a first-class education and training for all our learners.

If you have the appetite and experience to take on this rewarding role then we look forward to receiving your application.

**Martin Tucker**  
**Principal**

## Structure & Delivery

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## Useful Links

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[TRURO AND PENWITH COLLEGE OFSTED REPORT](#)

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

## Job Description

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<b>Post:</b>	<b>Head of Finance</b>
<b>Responsible to:</b>	Chief Financial Officer
<b>Grade:</b>	£46,637 - £53,450 per annum Point 46 – 52 Full Time, 37 hours per week.
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service.
<b>Main Purpose of Job:</b>	<p>To ensure the College's financial reports are timely and accurate to enable clear financial management of the College.</p> <p>To undertake the day-to-day management and operation of the financial accounting system.</p> <p>To line manage the day-to-day work of all the finance and payroll office staff.</p> <p>To assist with the preparation of the financial reports and returns required by the Senior Management Team, College Governors and external funding agencies.</p> <p>To deputise for the Chief Finance Officer when required.</p> <p>To attend and participate in meetings of the Finance and General Purposes Committee and Audit Committee in support of the Chief Finance Officer.</p> <p>To develop and maintain systems for recording Additional Learning Support funding claims within the college and to liaise with external funding bodies in connection with this work.</p> <p>To play a key role, with the Chief Finance Officer in developing, implementing and reviewing all aspects of the College's financial forecasting, accounting, department budget management and general reporting, maintaining a strong financial health for the college.</p> <p>Ensure that all external financial statements are prepared to the highest standards of accuracy, clarity and compliance, working closely with, and acting as the primary point of contact for, the financial auditors, internal auditors and any other financial consultants.</p> <p>To ensure that the finance department develops efficient internal systems and processes which minimise waste and duplication, reduce</p>

bureaucracy, enhance customer service and empower staff through allowing increasing job enrichment.

Develop exemplary customer service practices throughout the finance function by providing proactive support, advice and underpinning systems to allow the delivery of excellent and innovative provision for our learners.

## **Specific Duties:**

To organise the day to day operation of the finance office in conjunction with the Finance Team.

To oversee the activities of all College administrative staff engaged in any financial procedures on all College sites.

To supervise the systems for fee collection, receipting, banking income, credit control, payment of creditors and petty cash.

To supervise the collection and banking of monies from the Refectory, College Shop, vending machines etc.

To oversee the successful operation of College financial regulations and meeting the requirements of internal and external Auditors and the College Governors Audit Committee.

To operate, maintain and develop the College accounting system.

To maintain the integrity of the system, including system security, user permissions and backups.

To maintain the College Asset Register.

To prepare and monitor budgetary and cost centre information and ensure effective control is exercised on a consistent basis.

To support the Senior Management in achieving best value in procuring goods and services for the College.

To prepare budget forecasts and financial management information for Senior Management and Governors.

To monitor cash flow and make investment arrangements as necessary in compliance with College policy.

To prepare financial reports as required by external agencies, including balance sheets, statement of annual accounts and financial forecasts.

To ensure that all grant income is accurately claimed and financial returns are completed and submitted to funding bodies as required

To liaise on a day-to-day basis with the College Bankers, and other external agencies and to act as the primary point of contact for external financial partners including auditors, bankers and insurance brokers.

To ensure that the college's quarterly VAT returns are submitted promptly and accurately.

To ensure that all staff salaries are paid promptly and accurately, and correct returns made to statutory bodies.

To assist in devising and implementing programmes to train both support staff and academic staff in financial management.

To oversee the financial operations of Cornwall SCITT, including preparation of budgets, management accounts and completion of other financial returns. Attendance at meetings of the SCITT executive board to present financial updates to members.

To prepare an annual budget to the Corporation in the context of the 3-year financial forecast, prepare and monitor performance against forecasts and plans and provide regular reports to the Senior Management Team and to the Corporation.

To line manage the Finance office staff to ensure the coordination of all College Financial Activities.

To ensure compliance with all statutory requirements including the terms of agreement of all funding bodies, producing timely and accurate reports and financial data to meet these requirements and to satisfy audit purposes.

**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

### HEAD OF FINANCE

	ESSENTIAL	HIGHLY DESIRABLE	HOW MEASURED
Full Professional Accountancy Qualification (ACA, ACCA, CIMA or CIPFA).		X	Certificates
Minimum Level 4 Accountancy or Financial Management qualification (AAT, RQF Level 4).	X		Certificates
Up-to-date knowledge of education and/or charity regulatory financial, audit, risk and governance requirements.		X	Application form References Interview
Recent relevant financial management, budget control and reporting experience.	X		Application form References Interview
Experience of developing and providing financial management information for senior management.	X		Application form References Interview
Recent experience of team management.	X		Application form References Interview
Excellent communication, interpersonal, organisational and presentational skills.	X		Application form References Interview
Ability to organise, lead and motivate staff in a rapidly changing environment.	X		Application form References Interview
A thorough and conscientious approach combined with the ability to meet tight deadlines.	X		Application form References Interview
Awareness of value for money agenda and evidence of management of this area.	X		Application form References Interview
Recent experience and knowledge of operating accounting packages and financial management software.	X		Application form References Interview
Excellent IT skills, including a high level of proficiency in Excel.	X		Application form References Interview

Ability to work effectively with a variable workload and multiple priorities whilst attaining completion within agreed timescales.	X		Application form References Interview
Leadership qualities and a willingness to assume responsibility.	X		Interview
Ability to get on well and to motivate individuals and a commitment to good working relationships.	X		Interview
Be an effective communicator, both written and oral.	X		Application Interview
Be well organised, give attention to detail and capable of ensuring efficient procedures.	X		Application Interview
High levels of emotional resilience, positivity and drive and able to give clear direction and influence others when needed.	X		Application form References Interview

## Terms & Conditions

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### **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 up to 28 working days plus college closure days and public holidays.

### **Probationary Period**

The appointment is subject to the satisfactory completion of a 6 month probationary period.

### **Pensions**

The post falls within the scope of the Local Government Pension Scheme. 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

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In recent years the College has won a number of prestigious awards, including featuring twice in the Sunday Times "Best Places to Work" survey, achieving gold for five 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 People, Investors in Diversity, Matrix accreditation and Beacon Status.

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.

### Benefits

- Competitive salaries
- Generous occupational pension schemes for academic and support staff
- Supportive family friendly and flexible working policies
- Cycle to Work Scheme
- Generous holiday & sickness entitlements
- 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 staff development
- Free health and wellbeing programme
- 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 – restaurants, coffee shops and salons

## How to apply

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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

[HR@truro-penwith.ac.uk](mailto:HR@truro-penwith.ac.uk)

Application forms can be sent to us either by email to

[HR@truro-penwith.ac.uk](mailto:HR@truro-penwith.ac.uk)

or by post to:

HR & Employee Services Team

Truro & Penwith College

✉ [hres@truro-penwith.ac.uk](mailto:hres@truro-penwith.ac.uk)

☎ 01872 305705

📍 Room A216, Allen Building, Truro College, College Road, Truro, TR1 3XX

[Find out more about working for us](#)

[Follow HRES on Facebook](#)



**Human Resources &  
Employee Services**

## Outstanding Education Inspiring Futures



# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.