

Deputy Principal (CFO) - Finance and Corporate Services

Candidate Information Pack
July 2025



Welcome from the Principal and CEO



Thank you for your interest in joining Leicester College as our next Deputy Principal – Finance and Corporate Services.

Leicester College is proud to be the leading provider of post-16 education and training in Leicester and Leicestershire. Each year, we support around 15,000 students across a diverse curriculum that ranges from essential skills to degree-level study, apprenticeships and professional training.

Our state-of-the-art facilities and strong industry links make us a hub for technical and vocational excellence in the region.

Like many further education colleges across the UK, we are navigating a period of change and opportunity. As we shape our next strategic plan, we are seeking an outstanding leader to join our executive leadership team.

Following my recent appointment as Principal and CEO – having previously held the Deputy Principal role with responsibility for finance and corporate services – we are looking to replace this pivotal role which will oversee our finance and corporate services functions, act as Chief Financial Officer and serve as a Deputy to the Principal and CEO.

Recruitment to this post also marks the first stage of a refreshed senior leadership structure. While this post continues to carry the core responsibilities it has held previously, it forms part of our broader ambition to strengthen the Executive Team in readiness for the future to ensure we are well-positioned to deliver our strategic ambitions and continue to provide exceptional outcomes for our students, staff and wider community.

You will be joining a college with a strong local reputation, high levels of student satisfaction, and a passionate, expert team. Our technical and vocational offer is unrivalled in the area, and we are proud of the positive impact we make every day.

If you are a dynamic, forward-thinking leader with the vision and expertise to help shape the future of Leicester College, we would be delighted to hear from you.

We have appointed FE Associates to support us with this important appointment. Prior to submitting an application, interested parties are advised to arrange an initial discussion with our recruitment partner, by emailing Suzanne.Thurlow@fea.co.uk, to discuss the role before the closing date.

SHABIR ISMAIL
PRINCIPAL AND CEO

Our Mission and Values

OUR MISSION

- Developing skills
- Supporting businesses
- Engaging communities
- **Changing lives**

OUR VALUES

Our core Values which run throughout all our work are:

- Respect
- Inclusion
- Sustainability
- Equality
- Excellence

Campuses

Leicester College has three main campuses: Abbey Park Campus and Engineering Technology Centre; Freeman's Park Campus; and St Margaret's Campus. It also has the City Skills Centre, located in the centre of Leicester, and a number of venues in community locations.





NEW AERONAUTICAL BUILDING – OPENING 2025



On schedule for July 2025 completion, this cutting-edge facility will be home to our Higher Education students and will feature state-of-the-art technology, including wind tunnels, jet propulsion engines, jet trainers, 3D carbon printing, flight simulators, and a virtual reality immersive space. Though it may be hard to envision now, once finished, the site will also offer a botanical garden, providing a great opportunity to experience biodiversity within an educational setting.



Celebrating Success



Association of College's Young Student of the Year 2024/25



UK Social Mobility Awards Best School/College 2024



Peter Jones Foundation Awards National Student of the Year 2024



ColRiC Innovative Practice Award 2024

Job Description

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| Job title: | Deputy Principal (CFO) – Finance and Corporate Services |
| Reports to: | Principal and Chief Executive |
| Grade: | Senior Postholder |
| Directly responsible for: | Director of Student Services and Marketing Director of IT Director of Estates and Campus Services Head of MIS Director of Finance PA to Deputy Principal |
| Salary: | Competitive |

Job Purpose

To provide strategic leadership and oversight of Leicester College's financial and corporate services, ensuring financial sustainability, regulatory compliance and operational effectiveness.

As Chief Financial Officer, the postholder will be responsible for the College's financial health and regulation, while also leading key corporate service areas including Management Information Systems, IT, Student Services, Marketing and Estates and Facilities.

The postholder will act as Deputy to the Principal and CEO, contributing to the overall strategic direction of the College and deputising as required. The postholder will have strong financial expertise, sound judgement and the ability to develop collaborative relationships with a wide range of stakeholders.

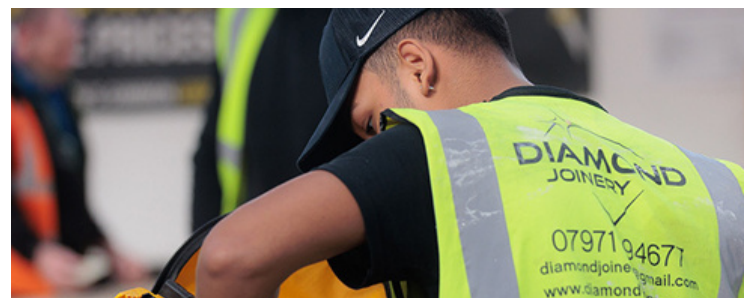


DESCRIPTION OF DUTIES AND RESPONSIBILITIES

The following duties are not shown in any order of priority nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post.

Finance and Accounting

- Serve as the College's Chief Financial Officer, ensuring full compliance with all relevant financial regulations, accounting standards and statutory requirements.
- Establish, maintain and implement robust financial regulations and authorisation procedures, providing clear guidance to enable effective financial management and minimise organisational risk.
- Lead on embedding a strong system of internal financial controls across all College activities, advising the Principal and Corporation of any identified weaknesses and recommending appropriate actions.
- Provide strategic financial advice to the Senior Leadership Team, ensuring that the financial implications of all key proposals are fully assessed and understood.
- Oversee the maintenance of accurate financial records and ensure timely preparation of all statutory and funding body returns and reports.
- Ensure compliance with all statutory financial duties, including effective cash flow management, treasury operations and banking arrangements.
- Lead the College's preparation for internal and external audits, ensuring full compliance while driving value for money and adherence to all funding body requirements.
- Prepare the College's annual revenue and capital budgets for consideration and approval by the Corporation and manage financial performance in line with approved estimates.
- Advise the Principal on the effective and efficient use of College resources, including capital assets, infrastructure, staffing and operational expenditure.
- Identify and pursue external funding opportunities, including competitive bidding and strategic partnerships, to diversify income and support College priorities.
- Collaborate with senior curriculum colleagues to ensure a clear understanding and strategic application of government Further Education and Higher Education funding as well as any other funding methodologies, maximising available resources.
- Work closely with College leaders to ensure curriculum planning is financially viable, strategically aligned and sustainable.
- Promote best value across the organisation, including leading procurement strategies and cross-college initiatives that drive efficiency and impact.



Corporate Services

- Provide strategic leadership and oversight of the College's corporate services functions, namely:
 - Management Information Systems (MIS)
 - Information Technology (IT)
 - Student Services
 - Marketing
 - Estates and Facilities.
- Ensure the efficient and effective delivery of corporate services, aligning service performance with the College's strategic goals.
- Lead the design and implementation of systems and processes that maximise operational efficiency and deliver high quality services.
- Oversee the development, security and continuous improvement of IT infrastructure and management information systems, ensuring they support the needs of students, staff and College operations.
- Plan, procure and manage capital and digital infrastructure projects that enhance the College's operational capacity and strategic objectives.
- Develop and deliver an Estates Strategy that ensures the optimal use of College premises, supports strategic growth and maximises opportunities for income generation.
- Ensure the effective and timely delivery of key student facing processes, including enrolment, timetabling and examinations, to support excellent learner experiences and curriculum delivery.
- Oversee systems for accurate, timely and compliant statutory and regulatory data returns, supporting robust internal oversight and external accountability.
- Champion student engagement by ensuring strategies are in place to support learner voice, participation in enrichment activities and inclusive communication channels.
- Ensure the delivery of a Marketing Strategy that drives student recruitment, enhances retention and supports the College's brand and reputation.
- With Corporation approval, review and support proposals for income generation and commercial activity commensurate with the College's core purpose.



Core Responsibilities

- Actively promote the College Equality, Diversity and Inclusion policy, encouraging staff awareness and participation.
- Support the College's quality initiatives, promoting the values of the College and ensuring that outputs meet College quality standards.
- Provide the best possible service to all customers (both internal and external) in line with the College standards.
- Be responsible for safeguarding and promoting the welfare of students having due regard to the College's Safeguarding and Prevent Policy.
- Undertake such other duties as are within the scope of the spirit of the job purpose, the title of the post and its remuneration.

AND such duties as are within the scope of the spirit of the job purpose, the title of the post and its grading as required.



Person Specification

Qualifications

Essential

- Professional Accountancy Qualification (CCAB) recognised.
- Level 3 Maths.
- Level 2 English.

Desirable

- Leadership/management qualification.

Essential Experience

- Experience leading and managing multi-disciplinary teams, preferably in an educational environment.
- Significant responsibility for financial control and reporting, to include the consolidation of accounts and board reporting.
- Proven track record of success working with multiple funding sources, as well as previous experience of delivering innovative solutions and continuous improvement across finance and the wider organisation.
- Proven track record of success in a senior financial leadership role in an organisation of commensurate scale and complexity: experience within Further Education desirable.
- Experience of innovative problem solving, balancing competing resource needs and demonstrating an ability to deliver to challenging deadlines.



Essential Skills and Knowledge

- Understanding of complex funding methodologies.
- Understanding of financial systems, associated processes and governance structures to inform financial planning and analysis to better support strategic decision making.
- Understanding of risk management techniques and protocols to ensure the financial stability of the college.
- Strong track record of successfully developing and implementing change proposals to deliver sustainable improvement.
- Excellent interpersonal, communication and influencing skills.

Essential Approach

- Demonstrable ability to lead a large and complex customer facing department.
- Demonstrate an ability to remain calm under pressure and to make considered decisions.
- Demonstrate ability to work with stakeholders for the success of the College.



Key dates and the application process



Closing date: **9am on Wednesday 20 August 2025**

Interview date: **Monday 8 & Tuesday 9 September 2025**

We have appointed FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested candidates are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Suzanne.Thurlow@fea.co.uk, to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.