

**WHERE EVERYONE MATTERS AND
A SUCCESSFUL FUTURE BEGINS**

A photograph of two young adults, a man and a woman, sitting at a desk in what appears to be a library or computer lab. They are both smiling and looking at each other. The man is on the left, wearing a light blue sweater, and the woman is on the right, wearing a grey hoodie. In the background, there are bookshelves and other people working at computers.

Candidate Information Pack

April 2024

www.fea.co.uk/ycuc-cfo/



Ken Merry, Principal and Chief Executive

Welcome

Dear colleague,

I am delighted you are interested in joining me and the team at York College and University Centre. It really is a wonderful place to work and study and I am sure you will love the college as much as our staff, students and apprentices do.

With a history stretching back nearly 200 years, we are a key part of the education landscape in York and North Yorkshire. This role will be a crucial addition to the strategic leadership of the college as we start the really exciting next phase of our development as we look to set the strategic direction of the college to take us to 2030 and beyond.

We have a very interesting and broad curriculum offer. It is the widest in the region, this means we serve the needs of York and North Yorkshire well. We offer A-Levels, T Levels and vocational study programmes to around 3,700 16-to-18-year-olds, a range of adult learning programmes, apprenticeships to around 900 apprentices and higher level study (including degrees). We engage with over 1,000 businesses to meet their needs and aspirations.

As a college, we are keen to ensure that we are brilliant in everything that we do and this role will support this ambition. Working closely with colleagues across the college, you will ensure that we support students and apprentices to be successful in their time at college and in their careers once they leave the college. You will also be pivotal in ensuring staff feel supported and develop themselves while they are working at the college.

The Chief Financial Officer (CFO) will be a strategic leader with a robust financial acumen and a comprehensive understanding of the sector's financial landscape. You will be responsible for overseeing the financial operations, ensuring fiscal health and compliance with regulations. In addition to this, you will possess strong analytical skills to develop financial strategies that support the college's educational objectives. As our CFO, you will be expected to provide expert financial guidance to the senior leadership team, manage budgets effectively and foster relationships with external financial stakeholders and will come to us with a proven track record in financial planning, risk management and audit oversight, ensuring the college's resources are optimally allocated and safeguarded for sustainability and growth. Effective communication, leadership and the ability to navigate complex financial scenarios are also essential qualities for our CFO in this dynamic educational environment.

We are looking for someone who will be ambitious for the college to be successful, who will care about our students and apprentices, and who will always do the right things, in the right way, for the right reasons. If you think this is you, then I would welcome you to apply for our fantastic role and look forward to meeting you through the recruitment process.

We have appointed FE Associates to support us with this important appointment. Interested parties are advised to make contact with our recruitment partner, by emailing Suzanne.Thurlow@fea.co.uk, before the closing date and prior to submitting an application.

Best wishes,



Ken Merry
Principal and Chief Executive



Job Description

- Job title:** Chief Finance Officer
- Reports to:** Principal and Chief Executive/Corporation as a designated SPH
- Salary:** Competitive
- Areas of responsibility:** This role assumes strategic responsibility for finance, MIS, estates, IT systems, health and safety and student catering with the following direct reports:
- Director of MIS
 - Finance Manager
 - Head of Estates
 - Head of IT Systems and Services
 - Health, Safety and Welfare Manager
 - Catering Manager
 - Head of Organisational Development.

This is a designated 'senior post' as defined in Article 1(i) of the Instrument and Articles of Government of Further Education Colleges.



Main Purpose of Job

This role is a core member of the college's strategic leadership team (SLT) and, through the Principal and Chief Executive, is accountable to the Board of Governors for ensuring that the college's financial planning and financial health is secure, as well as providing oversight to the other functions associated with this role.

This post is the senior leader with day-to-day responsibility for leadership and management of all issues pertaining to finance, estates, IT, MIS, health and safety, catering and organisational development.

This is a designated senior post. As such, the postholder is required to take an active role in the leadership and management of the whole college.

The lists that follow are not intended to be exhaustive and the postholder will be required to undertake any duties commensurate with the role of Chief Finance Officer.

Generic Responsibilities

- As a member of the SLT, contribute to the leadership, strategic and operational management of the college.
- Represent the college externally, at home or abroad, and develop appropriate business relationships with other organisations.
- Participate in and chair meetings of appropriate working groups and committees as required.
- Manage activities and projects to budget and with deliverable outcomes as required.
- Deputise for the Principal and Chief Executive in their absence.
- Any other duties commensurate with the grade as required by the Principal and Chief Executive.



Specific Responsibilities

- Providing strategic leadership and accountability for financial planning and the college's financial health.
- Delivery of designated professional services to an excellent standard.
- Design and implementation of professional services systems and processes for efficiency and excellence.
- Providing strategic leadership on all aspects of the college's information technology strategy, developments and systems.
- Design and implement systems and procedures for professional services functions which maximise efficiency, achieve excellence in service delivery and support the development of new teaching and learning methods.
- To provide strategic leadership on all aspects of the college's estates strategy.
- To provide strategic leadership around the college's funding and financial planning processes within the MIS directorate.
- Ensure that the college has a sound financial framework of financial management and control.
- Lead on the college's management of risk.
- Provide the Principal and Chief Executive and Board of Governors with financial information that supports effective decision making.
- As a designated SPH, act on behalf of the Principal and Chief Executive, in his/her absence, taking appropriate decisions to ensure the efficient and effective operation of the college.
- Liaising with other members of SLT to ensure, as far as is reasonably practicable, the college is compliant with its legislative responsibilities in the areas of audit, health and safety, freedom of information and data protection.
- Champion, promote and embed outstanding safeguarding practices and those relating to equality and diversity throughout the college.



Financial Responsibilities

- Act as the reporting officer to the Audit and Finance and General Purposes committees of the Corporation and work effectively with the internal and external auditors to ensure all audit and financial matters are complied with to the satisfaction of the Department for Education (and any funding authority), the Principal and Chief Executive and the Corporation.
- Be the main contact for the college's internal and external auditors and to liaise with the appointed funding auditors on strategic issues.
- Ensure that the college has suitable banking arrangements and to liaise with the college's banks.
- Advise the Principal and Chief Executive and the governing body on the development of the college financial strategy and action plans to ensure that the college secures the income it needs to operate its business; deploys its financial resources efficiently and effectively to achieve the college's aims; and secures the college's solvency and financial viability in the short and long term.
- Ensure the systems of control over funds and their expenditure are sound and that public money is used appropriately for the purposes set out in the college's strategic plan, to meet the needs of students, apprentices and employers and in compliance with the rules and regulations of funding bodies.
- Establish effective procedures for drawing up the college's annual budget and financial forecasts and produce an annual financial plan, budget and forecast in consultation with the Principal and Chief Executive, SLT, budget holders and governors, that aligns with the college's strategic aims.
- Provide clear and accurate monthly management accounts for the purpose of monitoring and reporting on financial performance.
- Lead on the planning and successful implementation of capital projects and expenditure in consultation with SLT and governors, bidding for grants and funds as appropriate/necessary.
- Manage relationships constructively with funding agencies, auditors and banks.
- Ensure proper procedures for, and oversee, the procurement of services to the college, where these can be provided more efficiently and effectively by external contractors.
- The postholder will be required to observe and comply with the financial regulations of the Corporation at all times.



Managing Information and Planning

- Take the strategic lead and co-ordinate the planning, development and implementation of effective MIS to meet all internal and external data requirements.
- Maintain expert knowledge of national, regional and local developments in further and higher education as they affect the college's finances and funding.
- Ensure the provision of accurate, user-friendly and timely financial management information to internal and external audiences, including the formal data returns by the funding agencies and other major funders.
- Implement a comprehensive system of procedures and controls to ensure the integrity of the student record data base.

Risk and Health and Safety Management

- Lead on the management of risk, ensuring that risks are identified, mitigating actions are planned and implemented and that a risk register is an effective document for managers and governors to understand and manage risk.
- Lead on disaster recovery/business continuity plans and preparation/training, working closely with members of the strategic leadership team as appropriate.
- Lead on health and safety, ensuring there is an effective framework for the management of health and safety.

Relationships

- The postholder will liaise with other managers and develop and maintain relationships with staff, governors and external agencies.
- The postholder reports to the Principal and Chief Executive.

Physical Conditions

- The postholder will normally be based in one of the college sites but may be required to work elsewhere.



Social Conditions

- Able to work effectively under his/her own direction and initiative and as a member of the SLT. The postholder will also work closely with the Principal and Chief Executive and governors of the college.

Economic Conditions

- The post is designated a senior post under the Corporation's Article of Government and consequently the terms and conditions of employment are determined by the governors of the Corporation.
- The salary for this post will be determined by the Remuneration Committee and kept under review in line with the Board's pay policy for senior postholders.

Training

- The postholder will be given training either in-house or externally, as required, to carry out the duties of the post and will also be required to be responsible for his/her own continuous professional development. Training needs will be monitored by the Corporation on an ongoing process and in consultation with the postholder.

Health and Safety

- The postholder will be required to:
 - Take reasonable care to safeguard their own health and safety and that of others with whom they work;
 - Co-operate with designated officers named by the governors and/or the Principal and Chief Executive to enable the college to comply with its obligations under health and safety legislation;
 - Avoid interfering with, or misusing, anything provided in the interests of health and safety or welfare;
 - Report immediately any defects in plant, equipment or the working environment.



Risk Management

- The overall management of business risk is the responsibility of all managers in accordance with the college's risk management policy. However, it is also a requirement of all members of staff to identify, evaluate and develop cost-effective controls of risk within their areas of responsibility. These controls should ensure that, as far as possible, these risks are eliminated or reduced to a level that is acceptable to the college.

Safeguarding Children

- York College is committed to equality of opportunity and safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- This position may from time to time involve contact with children, young people or vulnerable adults. This may be for example on a one-to-one basis, providing support, advice and guidance etc. Consequently, the postholder will be obliged to undertake an enhanced disclosure check through the DBS.

NOTE: This job description is current as at the date of the appointment. The above duties are not an exhaustive list. In consultation with the appointee, it is liable to variations made by the Corporation to reflect or anticipate changes in or to the job.



Person Specification

Knowledge and Experience

Essential

- In-depth knowledge of financial reporting and audit assurance regime.
- Experience of successful budget management and budgetary control.
- Experience of leading and managing (some) reporting professional services teams.
- Track record of raising performance.
- Experience of managing change and implementing new practice/processes.

Desirable

- Senior financial leadership and management in an educational or training setting, overseeing significant budgets.
- Experience of financial leadership and management in the FE Sector.
- A sound knowledge and understanding of current government policy and key issues in relation to post-16 education and its relevance to the college.
- Experience of estate and facilities management.

Skills and Abilities

Essential

- Excellent communicator, influencing and problem-solving skills.
- Determined and 'can-do' attitude.
- The ability to present complex issues at board level so that non-accounting governors can understand the information.
- The ability to contribute to the long-term strategic development of the college.



Qualifications

Essential

- Recognised professional accountancy qualification.

Desirable

- Degree level qualification or equivalent leadership qualification.



Key Dates and the Application Process

Closing date: 9am on Tuesday 21 May 2024

Interviews to be held: Thursday 6 June 2024

We have retained 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 Interviews

- Prior to submitting an application, interested parties 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.

Submitting Your Application

Having obtained the full information from <https://www.fea.co.uk/ycuc-cfo/>, discussed the role with Suzanne Thurlow and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered.

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older, out-of-date versions. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role). These forms are not compatible with IOS/MAC (Pages).

1. An Application Form with all sections completed including:

- An explanation of any gaps in employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role.
- 2 referees - include full postal and email addresses and contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – ycuc-cfo-Application.

2. The Equality and Diversity Monitoring Form

- Please click **inside** each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – ycuc-cfo-ED.