

## **ASSOCIATE DIRECTOR (FINANCE)**

## **APPLICANT PACK**

## Message from the Vice Principal (Resources & Planning)

Thank you for your interest in this post at Coleg Gwent. It's an exciting opportunity to join the largest and one of the top performing FE colleges in Wales and become a part of our superb college community.

Within this application pack are details about the college and the Resources & Planning division together with a job description and person specification. I thought it might be useful if I gave you a perspective of the College to help you decide whether to apply.

Coleg Gwent is one of the largest and best performing colleges in Wales, providing a wide range of academic and vocational courses to over 18,000 students. We primarily serve the communities and businesses across the county boroughs of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen through five unique campuses.

We aspire to be excellent in all that we do and to deliver our mission to 'change lives through learning'. We are dedicated to empowering individuals from all backgrounds to achieve their full potential.

We aim to communicate with warmth, empathy, and enthusiasm, demonstrating our commitment to supporting individuals from diverse backgrounds to achieve their goals. We understand the importance of creating a welcoming atmosphere where everyone feels valued and supported, instilling a belief in our learners' ability to succeed at the same time as setting high expectations and conveying professionalism and expertise. We deliver our college values through our framework of 'Be ready. Be respectful. Be safe.'

The College is in good financial health but along with many other colleges in the sector is facing a challenging few years with reductions in funding, inflationary pressures and the need to deliver continued learner growth whilst reducing the cost base and allowing strategic investment in a number of exciting major developments to the College estate enabling a transformational reconfiguration of Coleg Gwent to better meet the needs of our learners.

These are interesting and challenging times with lots of opportunities to contribute to the development of the College as part of the senior finance leadership of Coleg Gwent. The successful candidate will support David Rose, our recently appointed Director of Finance & Estates in driving forward our key strategic aim of '*delivering innovative and proactive financial leadership that ensures robust financial health and further enhances financial sustainability; aligning first rate financial policy with the delivery of College strategy and fully supporting our aspiration for learners and staff*'

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a belief that all learners, no matter what their background or ability, can achieve; and have a passion for providing an excellent education, we would love to hear from you!

If you would like to receive further information or speak to anyone regarding the post, please don't hesitate to contact [hazel.gunter@coleggwent.ac.uk](mailto:hazel.gunter@coleggwent.ac.uk) who will be able to organize the most appropriate follow up.

*Lynda Astell*

## About the College and Role

### Overview of the College's Corporate Leadership Team

The Principal, Deputy Principal and Vice Principals form the College's Corporate Leadership Team (CLT). The CLT alongside their own direct reports (Directors and Assistant Principals) form the College's Senior Leadership Team (SLT).

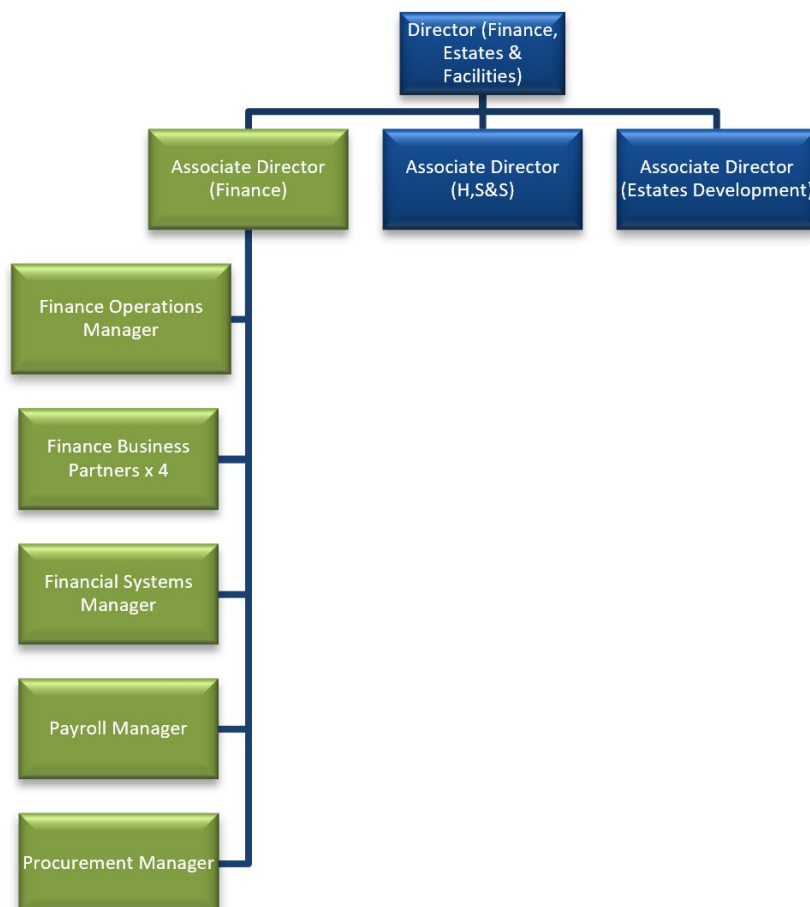
The College's Corporate Leadership Team (CLT) have overall responsibility for working with the Board to develop strategy and for working to the Board to implement strategy.

As Associate Director (Finance) you will support the SLT and report directly to the Director (Finance & Estates)

### Overview of the Associate Director (Finance) role

This post has arisen following the retirement of the current postholder. The Associate Director (Finance) is one of three Associate Directors reporting to the Director of Finance, Estates & Facilities and is responsible for all areas of financial planning and management along with payroll and procurement. The role also supports the Director in the preparation of annual statutory accounts, financial capital planning, internal audit management and risk management.

### Structure Chart:



## Job Description

Job Title: **Associate Director (Finance)**  
MS15 (£69,522)

Location: Usk

Responsible To: Director - Finance, Estates & Facilities

**Job Purpose:** The Associate Director (Finance) is responsible for the development and delivery of high quality, learner focused financial, payroll and procurement services and for contributing to our strategic aim of *delivering innovative and proactive financial leadership that ensures robust financial health and further enhances financial sustainability; aligning first rate financial policy with the delivery of College strategy and fully supporting our aspiration for learners and staff.*

## Principal Responsibilities

### 1. Finance

- i. Ensure that an appropriate and effective system for financial management, internal control and accurate reporting is in place.
- ii. Support the Director in providing regular and timely financial reports and updates for the CLT, the Board and its Committees, and the College's Senior Leadership Team.
- iii. Support the Director with the coordination of the internal audit framework for the College, including the College's internal audit plan, coordinating management responses to audit recommendations, and to the CLT and Audit Committee.
- iv. Provide clear advice to other managers on the financial implications of income and expenditure, financial forecasting, cash flow, budget management, project appraisals and management decisions.
- v. Ensure timely and accurate reporting to the Welsh Government and any other relevant bodies.
- vi. Support the Director in ensuring financial compliance with all grant funding and contracts, including robust management of capital expenditure grants. This task will be fulfilled by working in conjunction with Senior Managers and others (depending on specific sources of grants and contracts) but will have ultimate responsibility for ensuring that all funding is being accurately recorded and reflected in the College's financial systems and reported accordingly.
- vii. Ensure that Treasury and Banking activities are carried out in line with the College's Treasury Management Policy, and to liaise with the College's bankers as appropriate.
- viii. Prepare the College's VAT returns, and monitor and report on the associated accounting implications through liaison with the College's professional VAT advisors.
- ix. Manage the Payroll department, ensuring that all activities are carried out in accordance with College regulations and legislative requirements.

- x. Manage the Finance Business Partners to ensure the provision of high quality, timely, accurate and value adding financial support to all areas of the College.
- xi. Manage the Procurement department, assisting the Director of Finance, Estates & Facilities in the development of the College's procurement strategy, policy and procedures, and ensuring compliance with procurement regulations and the provision of goods and services to internal customers in line with business needs.
- xii. Ensure robust financial procedures and processes with strong internal financial controls, including adherence to all relevant guidance.
- xiii. Support the Director in preparation for the annual external audit process including the completion of the draft/final annual report and accounts through regular liaison with SLT colleagues as appropriate.
- xiv. Support the Director in the production of the annual College budget and Operational Business Plans, and meet with budget holders on a regular basis in order to monitor variances.
- xv. Development of related policies and procedures within the postholder's remit.
- xvi. Provide accurate and timely management accounts, cash flow forecasts, and other financial reports as required. Identify opportunities to improve reporting and distribution of reports.
- xvii. Coach and support college managers to build internal financial understanding and capability.
- xviii. Operate as the financial controller for the College.

## 2. Leadership & Management

- i. Represent the College externally as required, including in appropriate professional networks to ensure that up to date knowledge is acquired of education sector best practice in finance.
- ii. Plan and manage the annual budget within the framework of the College's overall budget.

## 3. Policies & Procedures

- i. Comply with all College Policies & Procedures.
- ii. Keep abreast of changes to Policy & Procedures and make the necessary changes to administrative systems.
- iii. Ensure that all aspects of the College Financial Instructions and Financial Standing Orders are followed.
- iv. Promote the College's core values and incorporate them into all aspects of the role.

- v. Contribute to supporting and supervising learners, including taking action to ensure acceptable behaviour at all times.
- vi. Ensure that all activities are compliant with the General Data Protection Regulations.

#### 4. Health & Safety

- i. Ensure that safe working practices are used and appropriate Health and Safety legislation adopted.
- ii. Exercise responsibility for carrying out and adhering to the Health, Safety and Welfare Policy and Procedure.
- iii. Liaise with the Health and Safety Manager to ensure accurate recording of related information.

#### Note:

- a) As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.
- b) This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.
- c) This description is not intended to establish a total definition of the job, but an outline of the duties.

All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.

## Person Specification

Criteria	Essential	Desirable	Assessed by
<b>1. Qualifications</b>			
a) A first degree		✓	Application form
b) Professional Qualification in Accountancy (CIPFA/CIMA/FCA/ACA/ACCA) with experience of operating at a senior level	✓		Application form
<b>2. Knowledge &amp; Experience</b>			
a) Wide and extensive experience of budgetary and financial management	✓		Application form/Interview
b) Experience of working with, and influencing, senior management	✓		Application form/Interview
c) Good understanding of the current FE sector, including funding rules and environment	✓		Application form/Interview
d) Experience within a senior finance role in a FE Institution	✓		Application form/Interview
e) Experience of managing people, delegating duties and checking accuracy of work	✓		Application form/Interview
f) Experience of preparing year-end statutory financial statements	✓		Application form/Interview
g) Experience of coordinating external and internal audit activities	✓		Application form/Interview
h) Experience of completing VAT returns		✓	Application form/Interview
<b>3. Skills &amp; Attributes</b>			
a) Strength and quality of leadership and personal skills required to develop and lead an effective and motivated team	✓		Interview
b) Strong verbal and written communication skills	✓		Interview
c) Ability to think strategically and provide innovative solutions to complex issues	✓		Interview
d) Understanding of the challenges and benefits of working in a transparent, collegial and open environment	✓		Interview
e) Commitment to the mission and values of the College	✓		Interview
f) High level of probity, diplomacy and confidentiality	✓		Interview
g) Proven ability to quickly grasp and respond to a complex and changing environment	✓		Interview
h) Commercial acumen that is applied to the development and delivery of the Department's objective	✓		Interview
i) Ability to use the Welsh language in general communication at basic level (or willingness to undertake training)		✓	Application form/Interview

4. Additional Requirements			
a) Able to travel as required to fulfil the requirements of the role	✓		Interview
b) Able to work flexibly, including weekends and evenings	✓		Application form/Interview
c) Act as an ambassador for the College	✓		Interview

### Additional Benefits

The College offers many employment benefits including generous holiday entitlement, pension scheme and many on-site benefits and facilities. This role also benefits from Private Medical Insurance.

**Closing Date:** 07/05/24

**Interview Date:** 14/05/24