**Director of Finance and Procurement**

**Competitive Salary**

**What we are looking for:**

We are looking for an exceptional Director of Finance and Procurement to develop and lead on our finance, investment and procurement strategy.

You will be an accomplished and experienced Finance professional who will play a key role in supporting our ambitions for transformation, underpinning growth, sustainability and the establishment of innovative practices and an outstanding environment for our staff, learners and the wider community.

The Director will demonstrate a combination of excellent strategic leadership and operational management skills and will be required to lead a multidisciplinary team covering Finance and Procurement. You will be an integral member of the College Management Team. Nescot is a 60-acre estate in Ewell, Epsom, providing welcoming, safe and inspiring spaces and services to our community.

If you would like to have an informal discussion regarding this role, please email jobs@nescot.ac.uk to schedule a time with Sarah Watson, Chief Operating Officer

**Key responsibilities of the role are to:**

* To establish a financial strategy and treasury management to underpin the colleges strategic priorities
* To lead and manage an outstanding finance and procurement function, supporting the colleges strategic priorities and ensuring financial compliance.
* To ensure all relevant policies and procedures are in place to ensure they are following regulatory requirements and best practice
* Deliver high levels of customer service and regular internal communications with stakeholders as well as external agencies and partners including the wider community

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station, Free parking on-site
* Discounted Starbucks and Modern hair and beauty salon
* Free online qualifications

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.” Nescot is the 2024 Surrey Employer of the year.*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date: Sunday 1 December 2024**

**Interviews will be held Monday 9 December 2024**

**Job Description**

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| **Position Details:** |
| **Title:** | Director of Finance and Procurement |
| **Department:** | Central Operation |
| **Fraction:** | 1 FTE (Full Time) |
| **Status:** | Permanent |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** | Chief Operating Officer |
| **Responsible for:** | Finance TeamProcurement Officer |

**Functional links with:** CEO & Principal, COO, Chair of Finance and General Purposes Committee, CLT and wider leadership, external partners and suppliers

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| **Job Purpose:** |
| The purpose of this role is to lead and manage the Finance and Procurement at Nescot’s 60-acre estate in Ewell, Epsom, providing innovative, safe and inspiring spaces and services to our community. The post-holder will develop and lead on the college's finance and procurement transformation strategy. Key responsibilities of the role include:* To establish a financial strategy and treasury management to underpin the colleges strategic priorities
* To lead and manage an outstanding finance and procurement function supporting the colleges strategic priorities and ensuring financial compliance.
* To ensure all relevant policies and procedures are in place to ensure they are following regulatory requirements and best practice
* Deliver high levels of customer service and regular internal communications with stakeholders as well as external agencies and partners including the wider community
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| **Main Duties and Tasks:** |
| **Finance and Funding*** Lead the development of annual and long-term financial plans to ensure the achievement of the college’s strategic aims and the securing of a sound financial base.
* Provide advice, expertise and leadership to the College Leadership Team and the Governing Body on all issues relating to financial matters, including cash flow, banking, value for money and capital programmes.
* Present detailed and accurate monthly management accounts to the College Leadership Team and to the Governing Body and relevant committees of the Governing Body.
* Prepare and propose an annual budget, within the context of the College’s strategic priorities, to the College Leadership Team, the Governing Body and relevant committees.
* Lead all internal and external stakeholders to produce and deliver annual statutory accounts.
* Maximise funding allocations from funding bodies and investigate, identify and, where appropriate, secure new income streams for both revenue funding and capital expenditure.
* Provide timely financial information to relevant staff to inform decision making and to enable the college to plan provision.
* Work with the Assistant Principal (Learning Support) on current and anticipated high need funding claims and costs.
* To make treasury management recommendations to the Accounting and Chief Operating Officer and to implement the agreed treasury management strategy, including the placing of surplus funds on deposit thereby maximising available assets.

**Compliance and Risk Management** * Ensure that the college is compliant with all external and statutory regulations.
* Maintain the college’s financial regulations and associated finance-related policies, ensuring that they provide effective levels of financial control and disseminate these to relevant college leaders and staff.
* Work with the MIS Team to ensure that financial returns are made accurately, on time, and in compliance with all statutory requirements.
* Be responsible for facilitating and managing internal and external audits, including year-end audits, in areas of responsibility.
* Monitor and report to relevant stakeholders' actions and areas identified for improvement through the College’s annual cycle of audit activity.
* Lead the college’s purchasing and procurement processes ensuring that they are compliant with the College’s Financial Regulations and the Procurement Act 2023. Work with relevant College managers to ensure that any identified issues and concerns are resolved in a timely manner.

**Budgetary Management and Control*** Work with Budget Holders to produce clear and accurate budgets and ensure systems are in place for effective budget management across the College.
* Provide training and support to Budget Holders and Budget Managers to ensure that they have a clear understanding of, and accountability for, the financial aspects of their role.
* Monitor performance to budgets, proactively identifying potential variances and opportunities to secure value for money.
* Lead the College’s annual cycle of budgetary monitoring and forecasting, ensuring that effective controls are in place and that Budget Holders are acting consistently across the College. Work with relevant College managers to ensure that any identified issues and concerns are resolved in a timely manner.
* Regularly monitor the financial performance of the College against the agreed annual budget and long-term forecasts.
* Lead the financial work of cross-College managers to ensure that they provide the required financial information in a timely manner and that they resolve identified issues as agreed with the Director of Finance and Procurement.

**Compliance / Health and Safety*** Establish and maintain a strong compliance culture across the College in compliance with corporate policy.
* Establish and maintain robust Business Continuity Plans in compliance with corporate policy.
* Ensure a best practice compliance framework is in place to ensure financial regularity and all funding requirements are adhered to.

**Management** * Work with the COO to develop an ambitious finance strategy and action plan.
* Ensure that the Team is properly structured and effectively resourced with the appropriate skills.
* Define, propose and deliver successful projects by effective project management including clear objectives, budgets, risk management, project team management and reporting.
* Work within the college capital project approval process in the various project stages (from initial ideas to outline briefs and on to developed project plans).
* Undertakes initial feasibility studies in response to presented, preliminary proposals ensuring that all options are fully analysed and properly considered in line with current modern practice.

**Environmental Management and Sustainability*** Contributes to the development of a robust sustainability plan for the college which is regularly reviewed and updated with procurement driven sustainability.

**Management – Team, Contractors, Financials** **Team Management:*** Effective leadership and management of the finance and procurement teams
* Role descriptions and annual objectives
* Recruitment, selection and inductions
* Development and training plans, including coaching where appropriate
* Performance management of the team

**Contractor Management:*** Requirements for external contractor services are clearly defined.
* Effective tendering and appointment (VFM) take place with ongoing effective monitoring and management of all contracts including via regular meetings.

**Financial Management:*** Relevant ongoing and project budgets are proposed and managed effectively. Including capital bids and grants and associated monitoring and external reporting to agencies and partners.
* Relevant procurement processes are understood and followed.

**Stakeholder Management:*** An active and effective member of the College Management Team
* Excellent relationships with key contacts outside of the direct team

**General Duties*** Ensure all necessary relevant policies and procedures are in place to support the safe, secure and smooth running of Finance and Procurement functions.
* Compliance with key regulations specifically, but not limited to: Managing Public Money, Financial Handbook, Funding Body requirements, Charity Law etc
* Commitment to ongoing professional development by undertaking job related training
* To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College’s Health & Safety Policies and Procedures are implemented
* To actively promote the College’s Equality & Diversity policy, encouraging staff awareness and participation in all areas
* To actively promote the College’s safeguarding policy and be aware of your responsibilities to report concerns
* To carry out duties pertinent to the scope of the post as directed by the Principal, COO or other senior managers of the College

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post. |
| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims.
* Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through SharePoint, your line manager or via Onboarding.
* To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users.

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College.
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in college.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: Sarah Watson Date: October 2024UPDATED BY: HR DATE: November 2024 |

Person Specification on the Next page

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| **Person Specification – Director of Finance & Procurement** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Significant experience of FE funding rules and regulationsFully qualified chartered accountant  | A/I | Management qualification. | A/I |
| Experience of overseeing public sector procurement and establishing robust procedures. | A/I | Recognised procurement qualification and/or membership of affiliated body | A/I |
| At least 3-years’ senior financial management experience to support the day-to-day operation of an institution/company within financial constraints | A/I | Experience of leading the submission of an organisation’s financial returns | A/I |
| At least 3-years’ experience of managing strategic financial plans and influencing decision making | A/I | Experience of leading the submission of an organisation’s financial returns | A/I |
| At least 3-years’ experience of budget management, forecasting and financial accounts | A/I | Excellent working knowledge and experience of Further Education and / or academy funding streams and financial requirements | A/I |
| Detailed knowledge of public finances, procedures, practice and regulations | A/I | Knowledge of strategic risk management and charity legislation, regulations and reporting requirements | A/I |
| Experience of developing and implementing strategies that embed effective financial management and procurement across an organisation | A/I | Detailed knowledge of commercially available financial management systems and packages | A/I |
| Track record of finding and implementing creative ways to find efficiencies and savings. | A/I | Senior financial management experience within an educational setting | A/I |
| Ability to create and implement policies and procedures.  | A/I |  |  |
| **Skills and Attributes** | Excellent interpersonal (verbal, non-verbal) and written communication skills  | A/I |  |  |
| Excellent IT skills, including Microsoft Office products | A/I |  |  |
| Commercially astute, with highly developed analytical skills and sound judgment | A/I |  |  |
| Ability to present complex financial information and financial strategies concisely and with clarity | A/I |  |  |

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| **Qualifications** | Full professional accountancy qualification (e.g. ACCA, CIMA, CPFA)Evidence of relevant continuing professional development | A/IA/I | Relevant degreeHigher degree / professional qualification in relevant disciplineFurther professional or leadership qualifications | A/IA/I |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant senior management activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | A/IA/IA/IMA/I |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **M** = Medical Questionnaire |  |  |