

# BORDERS COLLEGE

## JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>Job Title</b>       | <b>Vice Principal - Finance and Corporate Services</b>  |
| <b>Post Holder</b>     |   |
| <b>Accountable To</b>  | <b>Principal &amp; CEO</b>  |
| <b>Responsible For</b> | <b>Finance, IT and Digital, Estates and Facilities, Marketing, Legal and Compliance, Programme Management, Business and Project Support</b> |
| <b>Department</b>      | <b>Executive</b>  |

### **Overall Purpose of Job**

1. Lead the development and implementation of the strategy for financial and institutional sustainability for the College.
2. Lead on programme and project management and development opportunities which grow the business.
3. Lead the development and implementation of the College's strategies for Estates, Sustainability and IT and Digital services
4. Lead on compliance responsibilities including Data Protection, Freedom of Information, Risk, Audit etc.
5. Lead on College Estates development projects.
6. Provide advice to the Regional Board on all aspects of functions within the remit of the post.

### **Main Duties and Responsibilities**

1. Strategic Management and Planning
  - a. Contribute to the development and implementation of the College's Vision, strategies and annual priorities.
  - b. Attend meetings of the Regional Board and appropriate sub committees, providing Executive leadership for Audit and Risk, and Finance and General Purposes Committees.
  - c. Represent the College externally dealing with funding bodies, external/internal auditors and other agencies.
  - d. Prepare and implement the College strategies for Estates, IT and Digital, Sustainability and Finance.
  - e. Act as a member of the College Executive Team with associated collective responsibilities.

2. Financial and Service Management and Planning

- a. Lead the continuing development of capital expenditure, budgeting and forecasting policies, processes and procedures.
- b. Ensure that comprehensive and effective real time financial recording and control systems are in place.
- c. Ensure financial systems and reporting is in line with the requirements of the Scottish Funding Council and other funders.
- d. Ensure that management accounts and reports are provided to the Principal, senior leaders and the Regional Board in a timely manner and recommend action required.
- e. Ensure programme management and business and project support functions are aligned to business need and resources prioritised to support strategic College programmes such as sustainability, digital transformation and delivery, and business improvement programmes.
- f. Ensure the College's Marketing and Communications service is designed for and delivered to meet business need, with impactful messaging for all stakeholder groups.
- g. Prepare, in association with the Senior Leadership Team, rolling Business Plans which reflect Strategic Priorities and ensure financial management and monitoring are in place to secure their implementation.
- h. Develop medium to long term financial plans, identify the requirements for savings plans / income delivery to achieve at least breakeven position
- i. Production of annual report and financial statements, reflecting the Colleges activities for the year, and preparing the governance statement and in so doing represent a positive and accurate assessment of the Colleges performance.
- j. Review regularly the College's Financial Regulations and present proposals for amendment to the Regional Board as necessary.

3. Corporate Services and Governance

- a. Lead Executive Team member for Audit and Risk and Finance & General Purposes Committees
- b. Secure and maintain appropriate college insurances.
- c. Ensure that comprehensive programmes of internal audit are undertaken and that all external audit requirements are met.
- d. Ensure the development, maintenance and implementation of the College's Risk Management and Business Continuity policies and procedures.
- e. Ensure effective emergency planning procedures are in place.
- f. Procure and manage appropriate legal representation for the College.
- g. Ensure compliance with statutory duties and reporting frameworks e.g. SFC, Audit Scotland, Data Protection, Freedom of Information, Community Empowerment.
- h. Ensure effective reputational management via our Marketing and Communications function.
- i. Ensure that the College adopts and complies with Health & Safety legislation.
- j. Represent the College on the Borders LGPS

4. Leadership, development and improvement of organisational efficiency

- a. Manage the Finance Function ensuring the preparation of financial plans, management of devolved budgets and regular reporting.

- b. Ensure the College has sufficient cash available to meet short and long term commitments and manage the safeguarding, investment and securing of funds, including negotiation of facilities with banks.
- c. Ensure all returns and reports required by SFC and other bodies are accurate and produced within prescribed time scales.
- d. Manage the College Estates Services ensuring that the facilities are fit for purpose and are operated in an efficient and effective manner.
- e. Lead on the implementation of digital transformation.
- f. Manage the IT and Digital function ensuring an efficient and effective level of service is provided to staff and learners.
- g. Maintain a fixed asset and property register.
- h. Operate the College Performance Review system to monitor and review individuals and departmental performance targets and establish staff development training requirements.
- i. Ensure compliance with College policies, procedures and the implementation of decisions of the College.
- j. Represent the College at appropriate external networking events.
- k. Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Principal and CEO.
- l. Ensure that long term Asset Management plans are linked to and support the College Strategy.

5. Personal and Professional Development

- a. Adopt flexible working methods to meet the changing needs of the College
- b. Develop and maintain quality standards appropriate to the post
- c. Develop and maintain professional standards and expertise by undertaking relevant professional development

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### PERSON SPECIFICATION

| QUALIFICATIONS                                | Essential or Desirable |
|---|------------------------|
| Member of CCAB Accounting body                | E                      |
| Degree or equivalent in a relevant discipline | D                      |
| Project Management Qualification              | D                      |

| KNOWLEDGE  | Essential or Desirable |
|--|------------------------|
| Current knowledge of financial reporting standards                               | E                      |
| Knowledge of Scottish public sector procurement legislation                      | D                      |
| Understanding of public sector / government accounting and regulatory frameworks | D                      |
| Knowledge of Further Education finance in Scotland                               | D                      |

| EXPERIENCE  | Essential or Desirable |
|---|------------------------|
| Experience of financial management in a large, multi-functional organisation              | E                      |
| Significant demonstrable post-qualification experience                                    | E                      |
| Experience of financial reporting, including management and statutory accounts production | E                      |
| Experience of leading teams and team building   | E                      |
| Experience of leading projects across organisations                                       | E                      |
| Experience of Further Education Sector  | D                      |
| Experience of change management   | D                      |

| INTERPERSONAL SKILLS & ABILITIES             | Essential or Desirable |
|--|------------------------|
| Excellent communication skills               | E                      |
| Ability to collaborate across departments    | E                      |
| Ability to influence stakeholders            | E                      |
| Skilled networker                            | E                      |
| Team player                                  | E                      |
| Self-motivated individual                    | E                      |
| Solutions focussed mind set                  | E                      |
| Independent and creative thinker             | E                      |
| Reflective practitioner                      | E                      |
| Distributed and situational leadership style | E                      |
| Effective negotiation skills                 | E                      |

| OTHER ABILITIES/QUALITIES | Essential or Desirable |
|---------------------------|------------------------|
| Resilient                 | E                      |

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|                                      |          |
|--------------------------------------|----------|
| <b>Flexible</b>                      | <b>E</b> |
| <b>Able to work under pressure</b>   | <b>E</b> |
| <b>Skilled report and bid writer</b> | <b>E</b> |