

# Job Description



<b>Role Title</b>	<b>Director of Finance &amp; Estates</b>
<b>Department</b>	<b>Senior Leadership Team</b>
<b>Working Location</b>	<b>Chelmsford College</b>
<b>Line Manager</b>	<b>Chief Operating Officer</b>
<b>Designated Staff / Department</b>	<b>Senior Leadership Team,</b>
<b>FTE</b>	<b>Full Time</b>
<b>Hours / Weeks Required</b>	<b>37 hours per week 52 weeks per year</b>
<b>Pay Scale</b>	<b>SP21 -SP24</b>

<b>Role Summary</b>
<b>Core Purpose</b> The senior leader reporting to the Chief Operating Officer (COO) who will be responsible for overseeing financial planning, budgeting and forecasting including long term financial modelling. Ensuring the physical estate enables high quality teaching, learning and student experience. Provides strategic, operational and professional leadership across finance and estates ensuring the college is financially sustainable, compliant and equipped with safe, modern and efficient facilities that support our strategic vision, mission and values.

## Key areas of responsibility:

### 1.0 Leadership and management

- 1.1 Deputise as required for the Chief Operating Officer regarding Finance & Estates matters.
- 1.2 Act as a key advisor to the COO and senior leadership team on financial and estates matters.
- 1.3 Oversee financial planning, budgeting and forecasting including long term financial modelling.
- 1.4 Annual review of the financial regulations and ensuring compliance with finance policies and procedures and adherence to financial controls.
- 1.5 Ensure a robust finance business partnering model is in place to meet the need of the college.
- 1.6 Compliance with the Department for Education, audit, charity and company law requirements.
- 1.7 Provide high quality financial reporting and insight to the Principal and CEO, Deputy Principal, Board of Governors, Committees and external stakeholders as required.
- 1.8 Lead and develop finance and estates teams, fostering a culture of accountability, service excellence and continuous improvement.

### 2.0 Budgets, Financial Planning and Management Accounts

- 2.1 Manage the preparation of the college's annual budget revenue and capital presentation to Chief Operating Officer.
- 2.2 Manage the preparation of the college's three-year revenue and capital budget to Chief Operating Officer.

- 2.3 Prepare the monthly management accounts for presentation to the Chief Operating Officer including contribution analysis.
- 2.4 Create informative dashboards for Board of Governors, Senior Leaders and budget holders.
- 2.5 Monitor the financial position of all cost's centres monthly and provide support to budget managers. This will involve meeting with managers, providing financial advice and recommending to the Chief Operating Officer where remedial action needs to be taken.
- 2.6 Drive value for money, cost efficiency and income optimisation across the college and any subsidiaries.
- 2.7 Report on revenue and capital project spend monthly ensuring projects are kept within budget.

### **3.0 Investment (Capital) Appraisals and College initiative**

- 3.1 Prepare investment appraisals for capital investment for Chief Operating Officer and the Senior Leadership Team.
- 3.2 Prepare regular financial reports on projects to ensure that the budgets are met, and efficient financial management is maintained.
- 3.3 Prepare post completion analysis of financial performance of major capital projects.

### **4.0 Financial Systems**

- 4.1 Responsible for the development and maintenance of all college financial applications, ensuring these are update and remain current.
- 4.2 Train finance team and senior leadership team in the use of relevant software.
- 4.3 Responsible for the preparation and delivery of training modules for the development of financial skills for non-financial managers at the college.

### **5.0 Auditors**

- 5.1 Be the main contact point for internal and external auditors.
- 5.2 Maintain a rolling schedule of implementation of audit recommendations.

### **6.0 Estates & Facilities Management**

- 6.1 Develop and deliver the estates strategy, covering capital investment, space utilisation, sustainability and long-term asset management.
- 6.2 Oversee the day-to-day estates operations, including maintenance, cleaning, security and health and safety compliance.
- 6.3 Lead capital projects, ensuring they are delivered on time, within budget and to the required standards.
- 6.4 Ensure the college estate is safe, legally compliant and supportive of high-quality teaching and learning.

### **7.0 Other duties**

- 7.1 Wellbeing & Culture** Take action to manage the health and wellbeing of staff and learners in line with college strategies and initiatives promoting positive work life balance, managing absence in line with college policies and procedures. Be committed to safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.
- 7.2 Personal Development**  
Undertake CPD activities, maintain legal knowledge, participate in all College mandatory training, attend relevant internal and external CPD events. Contribute to College initiatives and projects as directed. Assist as required during college events, examination and enrolment periods.
- 7.3 College Policies and Procedures**  
Contribute to developing and updating relevant policies and procedures. Familiarise yourself and ensure the team are aware of all relevant College policies and procedures and that they are fully compliant.
- 7.4 Equality & Inclusion:** Lead on creating and promoting a positive and inclusive ethos that challenges discrimination and promotes fairness, respect, equality and inclusivity.

**This role is subject to an Enhanced Disclosure and Barring Service Check.**

**This role specification is subject to change and therefore is not contractual.**