

## JOB DESCRIPTION

**Job Title:** Executive Director – Finance and Estates  
**Reporting to:** Principal/CEO and the Governing Body (this is a designated Senior Post-holder)

### **The primary purpose of this job role is:**

The post holder will be responsible to the Principal/CEO and the Board for the strategic management and delivery of the College's Finance and Estates functions in order that they provide an effective and efficient service. They will ensure that the College anticipates and responds to national, regional and local priorities and is seen as an effective and responsive contributor to the communities it serves. He or she will ensure that the College's financial position remains strong and secure and that its financial challenges and issues are communicated effectively to all relevant parties.

The post holder will be an active and effective member of the College's senior management team and to make a positive contribution to the corporate management of the College.

They will provide leadership, direction, support and co-ordination of defined corporate services and to be the expert advisor to the Principal and Governors on such matters. They will represent the Principal as required.

### **The primary duties, tasks and responsibilities of this job role are to:**

1. Attend meetings of the Governing Body and relevant subcommittees, reporting to Governors on an ongoing basis.
2. Develop and lead the College's financial and property strategies and manage their effective implementation, including those for significant capital projects.
3. Lead the College's ongoing Accommodation Strategy in line with the requirements of the Governing Body and with relevant statutory bodies and to implement the strategies where agreed. This includes bidding for capital funds where available.
4. Oversee the preparation of the College's annual budget for approval by the Governing Body. To ensure long term financial performance against plans. To lead on treasury management including effective cash flow management and forecasting, investment management and to secure and service financing if required.
5. Lead and manage effective procurement and to promote and ensure best value in the use of public funds.
6. Ensure an appropriate system of relevant financial control, ensuring that the Financial Regulations provide adequate regulation and control and that

amendments or exceptions are reported to the Principal and the Finance & Resources Committee.

7. Lead on the strategy and implementation for GDPR for the college. Working with the Clerk to the Corporation who is the designated DPO.
8. Lead on ensuring the College complies and adheres to Health & Safety regulations and requirements.
9. Work with SLT colleagues and Governors to develop the strategic direction of the College, contribute to the associated planning process and leading on risk management.
10. Lead and manage the internal and external audit services provision.
11. To lead, manage and motivate the performance of allocated staff.
12. Maintain and develop key relationships with external bodies including regulatory and funding bodies, banks, auditors and other professional advisors.

#### **Other Duties and Responsibilities:**

1. Deputise or act on behalf of the Principal/CEO as and when required.
2. Work in partnership with all other members of the College to maximise the effectiveness of College operations.
3. Ensure that all students, visitors, customers and contacts receive a high standard of customer service in all communications and interactions with Tameside College.
4. Ensure that College policies and procedures are adhered to and reviewed and updated as required.
5. Be responsible for the health, safety and welfare of students, staff and other visitors to the College.
6. To develop and maintain personal professional standards and expertise by undertaking relevant professional development and to uphold personal standards and integrity appropriate to the post, at all times working within the agreed college values.

You are liable to undertake such other duties as may reasonably be required of you commensurate with your grade at your initial place of work or at any other College site.

This job description is current. In consultation with you, it is liable to change to reflect changes in the job.

**Executive Director – Finance & Estates  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A fully qualified Accountant (with Degree or equivalent).	
<b>Experience</b>	<p>Significant management experience at a senior level within a medium to large FE or Sixth Form college environment.</p> <p>Experience of financial planning, management and control at a senior level in a complex organisation.</p> <p>Experience of being responsible for the management and delivery of significant budgets.</p> <p>Demonstrable track record of achievement of strategic aims and objectives.</p> <p>Demonstrate the ability to operate as a leader who leads by example and is a team player who can develop teams.</p> <p>Experience of financial and statistical data management, reporting and forecasting.</p> <p>Evidence of the ability to operate in a</p>	<p>Direct experience of strategic planning processes.</p> <p>Experience of managing the estates function.</p> <p>Development of accommodation strategies.</p>

	<p>changing and dynamic sector.</p> <p>Able to demonstrate success in the monitoring and control of expenditure.</p> <p>Ability to manage and drive down the college's costs by applying robust and effective procurement practices whilst adhering to current legislation.</p>	
<b>Knowledge</b>	<p>Understanding of the current FE &amp; HE funding methodologies or the ability to learn and understand these very quickly.</p> <p>Relevant professional and technical knowledge and skills.</p>	<p>Knowledge of current GDPR responsibilities and the ability to lead on the implementation of this aspect of work for the college.</p>
<b>Personal Attributes</b>	<p>Ability to inspire, influence and persuade others and to negotiate to get results.</p> <p>Ability to create and maintain a team ethos.</p> <p>Effective in problem solving.</p> <p>Professional credibility with personal warmth, openness and sensitivity.</p> <p>Emotionally resilient, able to work under</p>	

	<p>pressure and to tight deadlines.</p> <p>Innovative and creative.</p>	
<b>Skills</b>	<p>The ability to think strategically to contribute to the development of the College.</p> <p>The ability to initiate and develop creative but workable strategies to maximise College performance and secure a sound financial position.</p> <p>The ability to organise resources effectively and to prioritise work to ensure achievement of goals.</p> <p>The ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College in the local area.</p> <p>The ability to delegate, motivate, manage and lead the effective performance of others and to manage different disciplines.</p> <p>Excellent communications skills (written, oral and presentation), including the ability to negotiate effectively.</p>	

	<p>The ability to interpret and communicate complex information accurately.</p> <p>The ability to promote equality of opportunity throughout all aspects of College life, including employment and service delivery.</p>	
<b>Other</b>	<p>Ability to work flexibly including some evenings, weekends and traditional holiday periods where necessary.</p> <p>Able to travel independently and represent the College externally both in the UK and overseas.</p> <p>Disclosure and Barring Scheme clearance.</p>	

