



**NORTH EAST
SCOTLAND
COLLEGE**



Vice-Principal - Finance and Resources
Job Description





Vice Principal Finance and Resources

JOB DESCRIPTION

JOB TITLE:	Vice-Principal - Finance and Resources
Location:	Aberdeen City Campus
Salary:	Fixed Point: £105,593
Responsible for:	Director of IT Head of Health, Safety & Security Facilities Client Service Manager Environment & Sustainability Manager Financial Controller (Income & Central Return) Financial Controller (Business Management) Director of Student Access & Support Purchasing Manager
Line Manager:	Principal
Appraiser:	Principal

Main Responsibilities:

The Vice Principal Finance and Resources is a member of the College Executive and the Leadership Team and in close collaboration with the Principal and Chief Executive, will be responsible for the strategic, financial and operational direction of the areas within the post's remit. This will include responsibility for the following functions:

- Finance
- Estates
- Management of a range of contracts including those for estates, facilities, audit and financial/insurance services
- Providing a Company Secretarial service to College Companies
- Environmental Sustainability
- IT
- Health & Safety

The post will also have responsibility for the following areas:

- Internal Audit
- The 'Prevent' Agenda

Specifically, the post holder will lead on the development and delivery of a financial strategy that sustains a strong financial base, achieves outstanding audits, supports profitable operation and underpins innovation and reinvestment.

Main Duties - Core

As a member of the Executive and Leadership Teams:

1. Supporting the Principal in developing and delivering the strategy, the vision and values of North East Scotland College.
2. Leading, motivating and managing direct reports in the delivery of the Service.
3. Promoting equality and diversity throughout all aspects of College life.
4. Being a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of direct reports in particular and staff in general.



5. Contributing to the corporate leadership and management of the College including formulation and implementation of strategic objectives, plans and reviews to ensure that the College fulfils its role as the provider of further education and training in North East Scotland.
6. Managing staffing and supplies and services budgets to ensure that expenditure is monitored and maintained within budgetary parameters and the most efficient use is made of resources.
7. Contributing to the management of the College's resources to ensure that efficiency savings measures are identified, targets are met and the most efficient use is made of College resources.
8. Representing the College with external agencies and organisations as required in the performance of duties.
9. Being a role model for College values and team working.
10. Participating in the College's staff appraisal scheme/performance management and professional development arrangements.
11. Implementing Health and Safety and security measures in accordance with statutory and College requirements.
12. Implementing business continuity plans for own areas of responsibility.
13. Adopting a flexible and adaptable approach to work and working arrangements and carrying out any other duties consistent with the key responsibilities and duties of the post

Main Duties – Specific

Financial Strategy & Audit

1. Contributing to the development of the Board's Financial Strategy and providing advice and information to the Board on issues relating to finance.
2. Developing, maintaining and monitoring the College's financial systems and financial regulations.
3. Provide strategic, financial advice and direction, proposing annual revenue and capital budgets to the Principal and Board, preparing and monitoring performance against forecast and plans (including those of any subsidiary companies) and providing regular reports on financial performance to the Board, Principal, Executive and Leadership Teams, and Budget Holders.

4. Managing the relationship of the College with internal and external auditors, funding and monitoring bodies and ensuring effective financial regulations, processes, systems and controls are in place to assure the quality of information.
5. Ensuring compliance with all statutory financial requirements, producing timely and accurate reports, financial data to meet these requirements and to satisfy all internal and external audit purposes.
6. Lead and control the financial aspects of capital investment projects.

Estates & Facilities

7. Managing a range of external service contracts including those for estates, facilities, audit and financial/insurance services through establishing specifications, inviting tenders, agreeing contractual terms and monitoring contract performance.
8. Developing, implementing and monitoring the College's Estates strategy, systems, policies and procedures to support the achievement of outstanding outcomes for learners

Business Planning

9. Manage the annual business planning cycle delivering best practice and best value through effective target setting, and performance management.
10. Identify and secure opportunities for income diversification through business innovation.
11. Acting as Nominated Officer of Aberdeen Skills and Enterprise Training Limited (ASET), reporting directly to the College's Board of Management on the performance of the Company and carrying out reviews of the management of the Company and its financial performance to support the Board of Management in discharging its responsibilities in relation to ASET.

Quality, Planning & Risk Management

12. Maintaining secretarial arrangements for the Board's subsidiary companies to ensure compliance with Company Law.
13. To provide oversight of the College's arrangements for ensuring it complies with legislative requirements and developing good practice in relation to environmental sustainability.
14. Be accountable and responsible for the College's risk management policy, procedures and reporting.
15. Developing, implementing and monitoring the College's Health & Safety Strategy.
16. To provide leadership of the College's arrangement for responding to the Scottish Government's Prevent strategy.

Information & Communications Technology

17. Developing, implementing and monitoring the College's IT Strategy.
18. Providing strategic advice to the Board, Principal and Executive Team on IT facilities, services and performance.

Health, Safety & Security

19. Overseeing the development, implementation and monitoring of the College's strategy and activities health, safety and security.
20. Ensuring health, safety and security strategy, policy and activity remains compliant in law and aligns to acknowledged best practice and national guidance.

PERSON SPECIFICATION

Vice Principal Finance and Resources

EDUCATION AND QUALIFICATIONS

ESSENTIAL

- A Degree or equivalent relevant professional qualification
- Evidence of continuous professional development

DESIRABLE

- A Financial accounting qualification (fully qualified accountant)
- Membership of a CCAB member body e.g. Institute of Chartered Accountants of Scotland
- Qualification in leadership or management studies

EXPERIENCE AND KNOWLEDGE

ESSENTIAL

- Proven and relevant experience of strategic leadership of a finance function in a diverse organisation
- Experience of successful strategic planning processes across all areas of responsibility of the post
- Experience of successful contract negotiation and managing contracts/contracted-out services
- Experience of and proven track record of successfully managing significant budgets
- Experience of resource planning
- Practical knowledge of accounting and audit procedures
- A good working knowledge relating to estates/facilities management
- Knowledge and understanding of effective quality assurance policies and practices

DESIRABLE

- Experience at a senior level in further education with knowledge of the college sector and environment including funding arrangements.
- Thorough and up to date knowledge of public sector financial and accounting standards, rules and regulations.
- Demonstrated experience of working in a multi-campus college

SKILLS AND ABILITY

ESSENTIAL

- A proven ability to deploy inspirational leadership, which commands respect, inspires trust and motivates others to succeed
- A proven track record of highly developed communication, negotiation, external liaison and networking skills.
- A proven ability to articulate a vision and promote a strong sense of purpose
- A proven ability to analyse, solve problems and implement change with a successful track record of managing and delivering change
- A committed team player personally, plus a proven ability to work effectively through teams, and a critical and sensitive understanding of the roles of other staff.
- A proven ability to make difficult decisions, delegate effectively and manage the performance of others in accordance with good management practice.
- A proven ability to manage budgets, efficiencies and agreed financial targets.
- Demonstrably good written skills, including the production of Board papers.
- Ability to work flexibly to meet the demands of the post

WORK REQUIREMENTS

1. Commitment to College values and equal opportunities
2. Able to travel between College sites on a regular basis
3. Ability to work flexibly to meet the demands of the post
4. Evidence of commitment to continuing professional development

October 2022

