

Chief Finance Officer



CANDIDATE INFORMATION PACK

December 2024

www.fea.co.uk/bsc-cfo/

Welcome



Dear colleague,

Chief Finance Officer

I am delighted that you are considering applying for the role of Chief Finance Officer and joining the Executive Leadership Team at Barnet and Southgate College.

This is an exciting time to join the college as we enter a new phase in our journey.

At Barnet and Southgate College, we strive to provide our students with consistently high-quality learning and wider personal development experiences throughout their time with us. We do this in a safe and inclusive environment that promotes and celebrates individual success and high aspirations for all. We recognise that in seeking to deliver this, our staff are our most valuable asset.

We are an ambitious organisation. This is reflected in our new, emerging Strategic Plan, and we recognise that having the right leadership in place is vital to delivering our ambitions.

We are seeking an experienced, visionary leader who will align to our values and priorities and demonstrate the ability to deliver the continual improvements needed to secure long-term success for the college and our students.

The successful candidate will have the opportunity to work in an open, collaborative environment underpinned by a culture of transparent, solution-focused leadership. We have an exceptional Board of Governors who have high expectations for the college, are ambitious for its future, and focused on ensuring our students have every opportunity to succeed.

We expect members of our executive team to be proactive, innovative, and inclusive in their approach and to have the ability to skilfully lead their team to deliver excellence. We promote a working environment that is rooted in trust, honesty, fairness, and respect with clear lines of responsibility and accountability for all.

Our Senior Leadership and College Management teams are made up of committed, high performing individuals. We have an amazing body of staff across the college who are demonstrably committed to our students and champion their success. The successful candidate will share this commitment, lead with integrity, be committed to their own development and to that of others, and have high expectations of themselves.

This is an exciting opportunity for a talented individual to join us on our journey, make a real difference, initiate and execute positive change and through this contribute to ensuring Barnet and Southgate College is an exceptional place to work and learn for all our staff and students.

We have appointed FE Associates to support us with this important appointment. Interested parties are advised to arrange an initial conversation with FEA's lead consultant, Jo.Johnston@fea.co.uk, to discuss this great opportunity ahead of the closing date and prior to submitting an application.

Thank you for your interest in joining Barnet and Southgate College and considering us as the next step and destination in your career.

Neil Coker
Chief Executive Officer and Principal

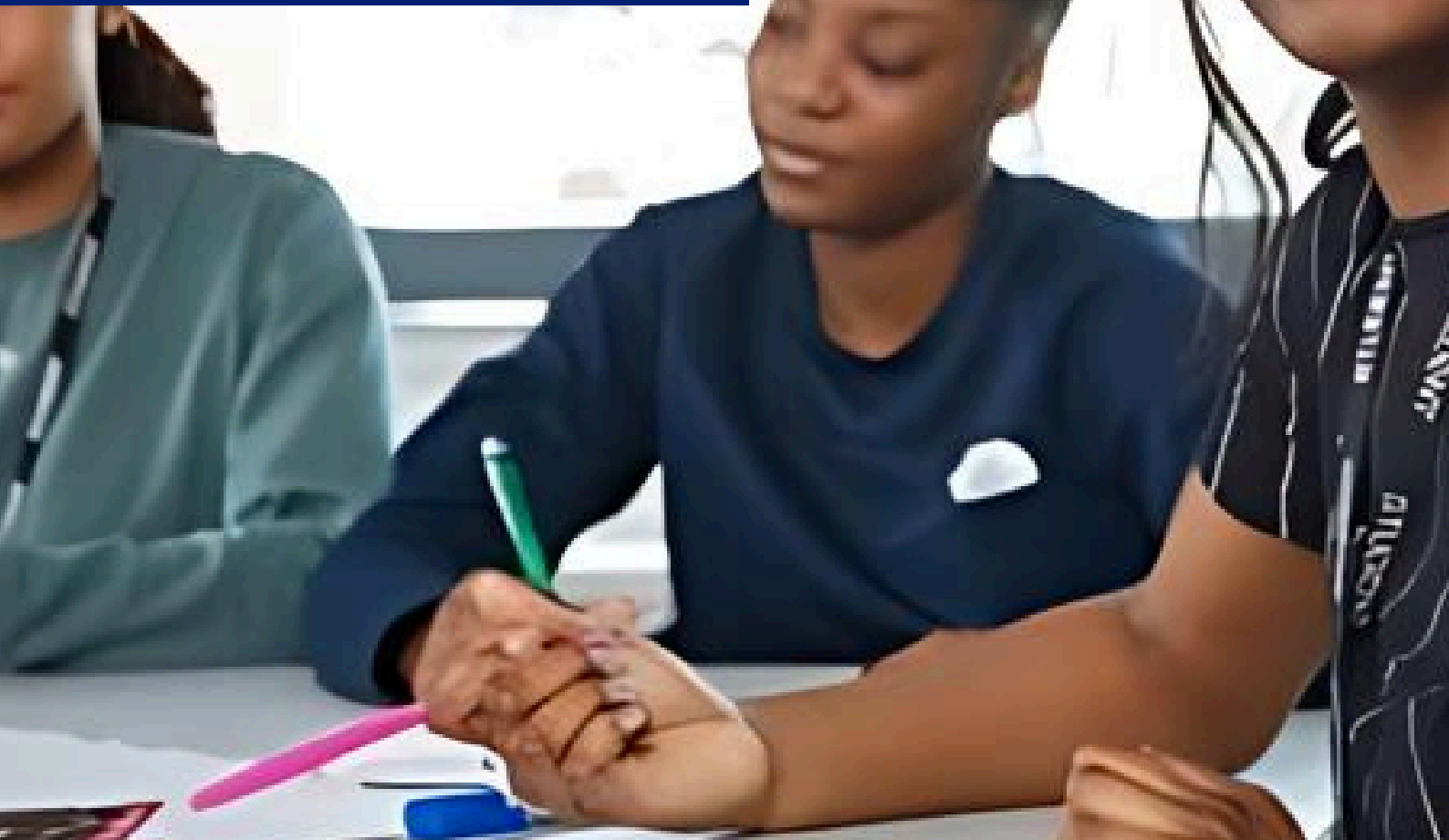


About Us

Barnet and Southgate is a large general further education college delivering an extensive range of courses and qualifications to a very wide group of stakeholders.

What's paramount to us is being in line with the needs of our local economy and working closely with strategic partners to adapt the content of courses to ensure it's relevant to employers and university progression.

We offer a broad range of full and part time courses in: A Levels, T Levels, BTECs, foundation degrees, technical and professional qualifications, vocational training, work skills training, apprenticeships plus education and employment pathways for people with learning difficulties and disabilities.



Our Locations



Colindale Campus

Our Colindale Campus forms an integral part of a £550 million urban master plan to regenerate the wider Grahame Park area. The campus offers contemporary educational facilities within a flexible purpose-built building.

The facility brings education and training closer to the community and offers a state-of-art learning environment. This includes the Construction Technology Centre for the college's brickwork, carpentry & joinery, gas engineering and plumbing courses. The facility supports skills development and progression through to higher level qualifications.

Our new Green Skills Centre offers access to cutting-edge facilities in line with industry advancements, including heat pump installation and maintenance training.

The campus also includes a training hair salon and beauty salons open to the public to showcase the college's hairdressing, barbering, and beauty therapy courses.

Additional community services at Colindale include the London Borough of Barnet Public Library and a community services area for the Barnet Centre for Independent Living (B-CIL). B-CIL is a hub centre to provide support and advice for people with disabilities in areas such as advocacy matters, life skills, computer skills and employment. It is a centre run largely by people with disabilities for people with disabilities.

Southgate Campus

Southgate Campus runs a full range of vocational and skills courses including Sports. The Centre for SEND Learners offers a range of Supported Learning courses combining work-related skills to cater for a wide range of needs, including students with profound and complex learning difficulties and life-limiting conditions.

The campus has undergone an £8m refurbishment project partly funded by the London Economic Action Partnership (LEAP). This has enabled the college to expand its capacity for learning space and digital access for students.

There are new areas for electrical studies and new facilities for Science, Technology, Engineering and Maths (STEM), specifically within a newly refurbished wing and the creation of advanced engineering workshops. Sports facilities have also been refurbished with a new gym, available for use by both students and staff.

Barnet Campus

The Barnet Campus has become a first choice option for those looking for a change to staying on at school to study their A Levels and many other subjects and qualifications.

The state-of-the-art campus opened 14 years ago and successful A Level students have achieved consistently high grades over the years to secure places at a host of universities. Students say their results are down to supportive teaching, independent learning and excellent facilities.

The Barnet Campus is also the home of our Creative Arts, Media, Architecture, Fashion, Childcare and Education, Health and Social Care, Business & Travel, Computing & IT courses.

Edmonton Green Community Campus

EGCC works to improve community cohesion in and around the Edmonton Green area, and is located in the Edmonton Green Shopping Centre.

The campus has opened up a variety of educational opportunities to our students not previously available to them, giving real meaning to the phrase 'Lifelong Learning'. A good deal of the provision is around English as a second language.

Our Community

The two main boroughs that the college serves, Barnet and Enfield, are large and collectively contain over 670,000 people. The local economies are mixed with a focus on small to medium enterprises and micro businesses, and a wide range of industrial/business centres.

The college has well developed, excellent educational links with a wide range of partners which has enhanced and enriched the learner experience beyond that provided internally. New for September 2024 will be a state-of-the-art media training hub at the Barnet Campus.

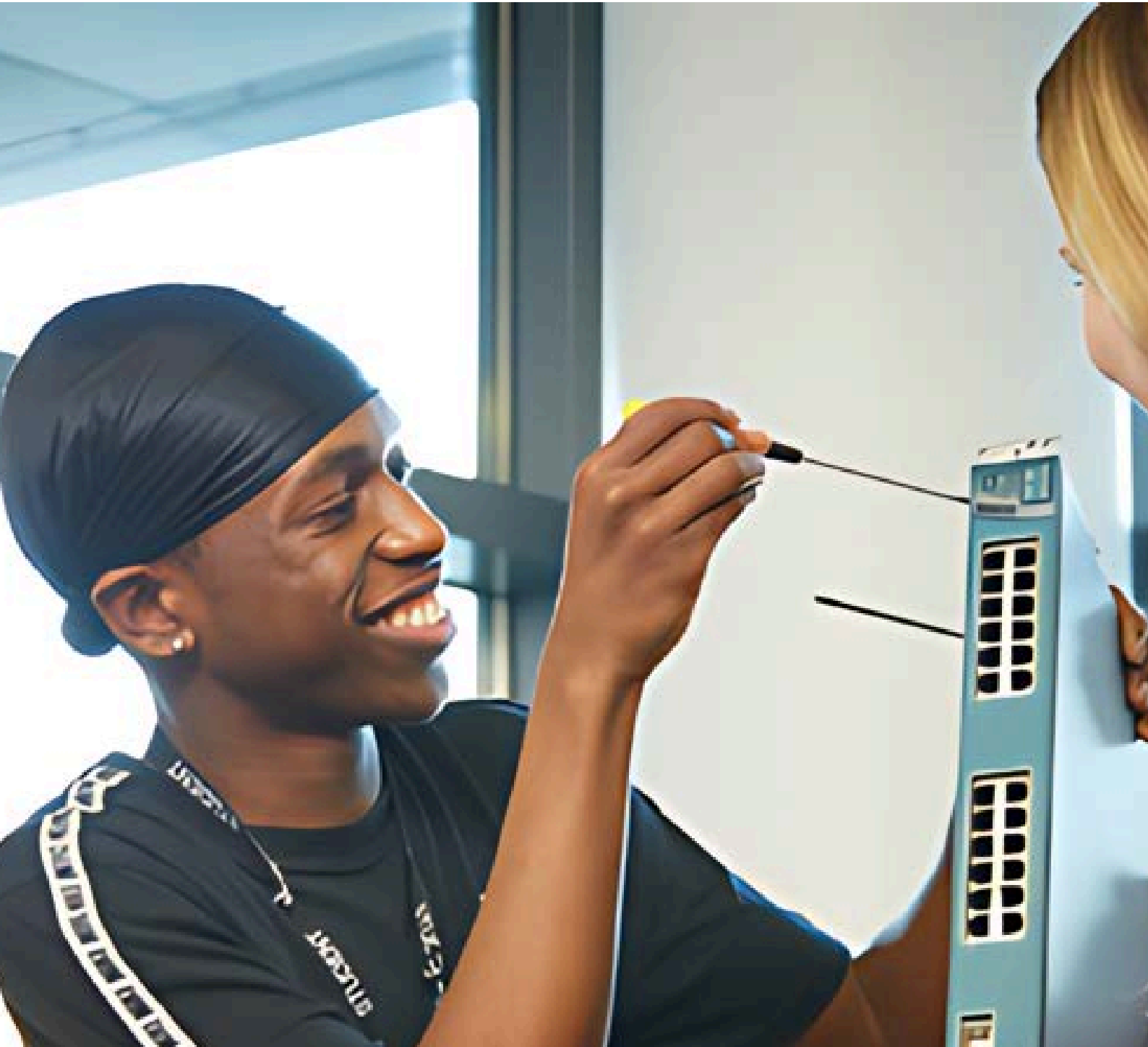
The college is a major employer in both boroughs and is an outstanding contributor to local authority strategies for education, employment and social regeneration.



Our Leadership Team

The core Executive Leadership Team is made up of:

- CEO and Principal
- Deputy Principal Curriculum, Skills and Business Development
- Deputy Principal Quality and Student Experience
- Chief Finance Officer (vacant)
- Chief Operating Officer



Job Description

Job title: Chief Finance Officer

Reports to: Chief Executive and Principal

Responsible for: Finance Services, MIS, Systems Development, Internal Audit, Procurement and Legal Services (external contracted suppliers), GDPR

Salary: Competitive

Core Responsibilities

- To provide strategic and operational leadership of the college's finances.
- To ensure the college secures long-term financial security and effectively manage the strategic finances of the organisation to enable re-investment that delivers exceptional students experiences and outcomes.
- Establish effective relations with all relevant stakeholders and regulators securing high levels of confidence and support in relation to the college's financial strategies.
- Create and deliver financial strategies, modelling, options appraisals and analysis that enables the executive team and governing body to make effective strategic decisions.
- Provide regular, accurate and accessible executive reports and accounts with well-informed recommendations and identification of risk and opportunity.
- To ensure that the Executive Leadership Team and the Board have timely, accurate and useful management information relating to finance, staffing and assets.
- Ensure full and comprehensive compliance with all regulatory requirements across the breadth of responsibilities of this role.
- Provide appropriate and timely briefings, training and development to all levels of the organisation that enable and secure highly effective financial management.
- Lead the college's risk management processes at all levels and report progress to ensure the college effectively manages corporate and departmental risk.
- Develop and embed highly efficient and effective data and systems solutions.
- Effectively lead and embed efficient, accessible, relevant and timely management information that ensure the executive and senior team are well-informed and able to act accordingly in relation to all aspect of MIS.
- To ensure that functions and staff within the directorate collaborate effectively with staff and functions throughout the college in the efficient delivery of the college's objectives.



Core Responsibilities

- To contribute to corporate planning and management through membership of the Executive Leadership Team.
- To attend and participate in Corporation meetings, providing accurate and timely reports to Governors in line with the business cycle for all areas within scope of the post.
- To represent the college at a senior level with relevant external stakeholders to support the objectives of the college and, as required, to represent the Chief Executive or other members of the Leadership team as required.
- To fulfil the statutory role of Data Protection Officer for the college.
- Be the main contact for the college's internal and external auditors, and to liaise with the appointed funding auditors on strategic issues.
- Act as the reporting officer to the Audit Committee of the Corporation and work effectively with the internal and external auditors to ensure all audit and financial matters are complied with to the satisfaction of the Department for Education (and any funding authority), the Principal and Chief Executive, and the corporation.
- Ensure the systems of control over funds and their expenditure are sound and that public money is used appropriately for the purposes set out in the college's strategic plan, to meet the needs of students, apprentices, and employers, and in compliance with the college's own financial regulations and those of regulators and funding bodies.
- Ensure proper procedures for, and oversee, the procurement of services to the college, where these can be provided more efficiently and effectively by external contractors.
- Ensure that the college has suitable banking arrangements and to ensure effective relationships with the college's banks.
- Provide the Board and Governors and the Principal and Chief Executive with accurate, timely and reliable financial information and projections that supports effective decision making.
- Work with the Principal and Chief Executive to ensure the Board of Governors are continually developed to ensure they are able to execute their responsibilities effectively
- Design and implement systems and procedures for professional services which maximise efficiency, achieve excellence in service delivery, and support the development of the college's mission and vision, particularly as they relate to learners, staff and teaching and learning.
- Liaise with other members of SLT to ensure, as far as is reasonably practicable, the college is compliant with its legislative responsibilities, particularly in the areas of audit, Health and Safety, Freedom of Information, and Data Protection.
- Champion, promote and embed outstanding safeguarding practices and those relating to equality and diversity throughout the college.

Person Specification

The following are all essential for this role:

Experience/Knowledge

- Successful senior financial strategic leadership in a further education and/or skills operating environment of similar complexity to Barnet and Southgate College.
- Delivering statutory accounts, monthly management accounts, annual budgets and financial forecasts.
- Formulating and implementing financial strategies that deliver strong financial health.
- Working with a governing body to develop financial strategies, strategic objectives and business plans.
- Providing strategic leadership and oversight to college finance functions and experience of working closely with the MIS function.
- Successful experience of overseeing effective development and delivery of activity based costing, with respect to the full range of organisational operations.
- Leading and implementing effective risk management strategies and processes.
- Delivering strong financial outcomes to the satisfaction of funders, regulators and bankers.
- Strategic and business planning experience gained in a relevant setting.
- Leadership of external and internal audit processes and achieving strong audit outcomes.
- Experience of leading on organisation-wide risk management and the development of strategies to mitigate significant risks.
- Developing the financial capabilities of budget holders.
- Experience of contributing to the management of significant change programmes.
- Extensive track record of leading and motivating teams to deliver excellent professional services.



- Expert knowledge of further education funding methodologies.
- Knowledge of the regulatory and compliance environment for further education and skills providers.
- Knowledge of the framework of statutory and operating returns for further education and skills providers.
- Knowledge of the annual curriculum and business planning processes and the linkages to the annual budget setting process.
- Knowledge of best practice in board reporting and assurance and risk management in further education and skills.
- Knowledge of best practice in the achievement of diversity and inclusion within an organisation.

Skills, Style and Behaviour

- A collaborative leader who enjoys working within teams and jointly owning challenges and issues.
- A strong financial strategist who is able to act swiftly to address issues and concerns.
- A team player who is able to cope with ambiguity and make sense of complexity.
- A forward looking individual who is able to scan the horizon to identify opportunities and identify risks before they occur.
- The ability to translate strategy into operational plans and to provide clarity to others.
- The ability to lead others with clarity, energy and enthusiasm, commanding respect across the organisation.
- A deep commitment to equality of opportunity, diversity and the well-being and safety of staff and students.
- A resilient operator with strong problem solving abilities.
- Commitment to the highest professional and personal standards of work, behaviour and conduct.
- A strong passion, commitment and empathy for education, students and young people.

Essential Qualifications

- CCAB Fully Qualified Accountant with appropriate academic qualifications.
- A higher level leadership/management qualification would be desirable.
- Evidence of continuous professional development.



Key Dates and the Recruitment Process



Closing date: **9am on Thursday 30 January 2025**

Interview date: **To be confirmed**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Jo.Johnston@fea.co.uk, to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

Submitting Your Application



Having obtained the full information from <https://www.fea.co.uk/bsc-cfo/>, discussed the role with Jo Johnston and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. **An Application Form with all sections completed** including:

- An explanation of any gaps in your employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- **Ensure you enter your name/e-signature and date in section 11.**
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – bsc-cfo - Application.**

2. **The Equality and Diversity Monitoring Form.**

- This is a Word format document. Please click **inside** each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – bsc-cfo - ED.**