



**WORK AT
SHIPLEY
COLLEGE**

Vice Principal Finance & Planning

Shipley College - Great people, great place!

Hours: 37 hours per week, permanent full time, full year post

Salary: Spine point 55-57: £66,994 - £71,071 per annum

Closing Date: 13th September 2023 at 12 noon

Interview Date: w/c 25th September

Start Date: January 2024 (subject to satisfactory pre-employment checks)

Shipley College is a General FE College, positioned at the heart of our community, in the UNESCO World Heritage site of Saltaire, in the city of Bradford, West Yorkshire.

We are proud to both serve and reflect our local community and are active in celebrating our cultural and ethnic diversity through an inclusive and welcoming curriculum offer that broadens horizons, ignites ambition and prepares our students for life in modern Britain.

The College delivers high quality and high value, technical post-16 education and training to young people and adults that raises aspirations and provides them with the technical skills, knowledge, behaviours and experience that they need to secure good, sustainable, productive employment. We work closely with employers to develop clear career pathways for individuals to upskill and reskill throughout their lives and ensure that individuals get the support they need to get great jobs and progress in their careers.

Although we are a small college we make a big impact. In 2017, we became the first college in the world to sign up to the United Nations Sustainable Development Goals (SDG) Accord. This enables us to measure, track and report our progress in aligning with the SDGs and crucially, best practice and train other employers to better understand how they could help build a more sustainable future.

It is an exciting time to join us. The College is working closely with Bradford City of Culture 2025 to ensure the District capitalises on this once in a lifetime opportunity to promote culture, creativity and prosperity across the District. The College is also embarking on an ambitious programme of investment in our estate. We have been successful in attracting £4.1m of FE Capital Transformation Funding to upgrade our historic estate and we have successfully secured £5.39m of Town's Fund investment to develop a new Community Art and Future Technologies building in Saltaire.

Due to the retirement of our current Vice Principal Finance & Planning, we are looking to recruit a highly talented, innovative and ambitious professional with a successful track record of financial planning and management. The successful candidate will be a key member of the College's Senior Management team with responsibility for Finance, Estates, HR, MIS and Registry. Although knowledge of the FE sector would be an advantage, this is not essential. We are looking to appoint the right candidate who can bring innovative practice and we are open to learning new ways of working from other relevant sectors.

If you would like to join our dynamic leadership team in our ambitious organisation please contact us to book an informal talk or apply via our website. We look forward to hearing from you.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> • 50 days holiday including bank holidays and College closure days • Enhanced/LGPS pension contributions • Access to a free gym on site • Reduced cost train travel • Access to free onsite car parks • Professional Development opportunities 	<ul style="list-style-type: none"> • Fully qualified accountant with experience of managing finance. • Literacy & Numeracy at a minimum Level 2 or equivalent standard. • Advanced IT skills with strong analytical ability. • Ability to write concise, high quality reports • Ability to fulfil both an operational and strategic role with strong organisational and planning skills • Proven track record of setting and achieving objectives including financial and budget management

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	Vice Principal - Finance & Planning (VPF&P)
SCALE	Spine point 55-57
RESPONSIBLE TO	Principal & CEO

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF JOB

- To work as a member of the Senior Management Team as a designated Senior Post holder to maintain and develop and pursue the educational vision and purpose of the College and contribute to the overall running of it
- Implement full and effective financial regulations and procedures in the College in line with the College's overall policies and to meet the requirements of the Audit and Finance & Resources Committees
- Control the accurate and effective operation of the College's accounting system and financial reporting systems, ensuring compliance with the standards of the Financial Reporting Council Board and other applicable statute or legislation
- Manage and lead staff and Services as appropriate to the post and needs of the College

DUTIES AND RESPONSIBILITIES

- As a member of the Senior Team, support collective decision making and contribute to effective governance
- Attend and report to appropriate meetings of the Corporation.
- Provide leadership and direction to the Service directors and managers including procurement.

- Oversee a range of College policies and procedures, including the implementation of those relating to finance.
- Ensure the accurate and punctual processing and production of financial information as required for operational, internal management and external reporting, forecasting and modelling purposes.
- Oversee the College's Management Information System and planning of provision.
- Lead financial performance meetings with middle managers and contribute to performance management meetings as appropriate.
- Identify and maximise funding opportunities to support innovation and enterprise across the College.
- To be active in the development of mutually supportive partnerships and alliances with the local community, other education providers, employers, professional bodies and appropriate government departments.
- Implement and regularly review the College's Financial Strategy and service standards.
- Ensure that the financial regulations and associated procedures and guidelines for finance are followed throughout the College
- To assist in the monitoring of the appropriateness of the financial regulations and in their annual revision.
- To Chair the College's periodic Finance Management Group meeting
- Keep self and finance staff up to date with changes in accounting standards and other legislation or statutory requirements including GDPR affecting the College's activities, and acting as deputy Data Protection Officer.
- Ensure effective development, maintenance and use of the College's computerised financial information and the financial information system and develop reporting potential.
- Administer the accounts and other financial matters relating to any College's subsidiaries.
- Oversee the College payroll and HR system.
- Provide financial support to the Salt Foundation.
- Prepare the specifications for the periodic appointment by tender of Internal Auditors, External Auditors, Payroll, Bankers and other services as required.
- Assist the Principal and other members of the College management as appropriate in the costing of bids for funds and in submitting claims for such funds.
- Ensure that all claims for revenue and capital funds from the Funding Bodies are made in accordance with the procedures and timescales prescribed by the Funding Bodies.
- Work with College Auditors (e.g. Internal, external, Funding Bodies) following up recommendations to ensure appropriate controls are in place.
- Liaise on a day to day basis with the College's Bankers and advise the Principal on any issues arising in respect of the banking arrangement
- Oversee the service staff development programme across the College

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation

- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors
- To be responsible for safeguarding and promoting the welfare of young students and vulnerable adults the post-holder is responsible for or comes into contact with
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description
- To use IT as designated appropriate to the nature of the role
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment
- To undertake such other duties commensurate with the grade of the post as may reasonably be required

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Fully qualified accountant with experience of managing finance in an organisation of similar size and scale as the College	✓	
Literacy & Numeracy at a minimum Level 2 or equivalent standard	✓	
Successful leadership role in finance within the FE sector or a similar publicly funded / not for profit organisation		✓
Advanced IT skills with strong analytical ability	✓	
A proven ability to analyse, solve problems and implement change with a successful track record of managing and delivering change	✓	
Ability to write concise, high quality reports for a variety of stakeholders (ie Management, Committees / Boards and Funders . Investors) that enable the Senior Management team to make sound financial decisions	✓	
A strategic thinker with a strong sense of vision who is credible across a wide range of audiences	✓	
Ability to to fulfil both an operational and strategic role with strong organisational and planning skills	✓	
A committed team member at senior management level and a leader who inspires and motivates teams	✓	
Proven track record of setting and achieving objectives including financial and budget management	✓	
Experience of effective financial performance management	✓	
Able to work under pressure and remain calm and resilient.	✓	
Ability to motivate, negotiate with and influence a variety of individuals and organisations	✓	
Willingness to work variable hours when necessary to meet the requirements of the post	✓	
A clean driving licence and access to a vehicle for work purposes		✓

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of sectors. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

99% agreed with the statement: **"I am happy with the teaching on my course"**

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

98% of students agreed with the statement: **"I am happy with the College overall"**