

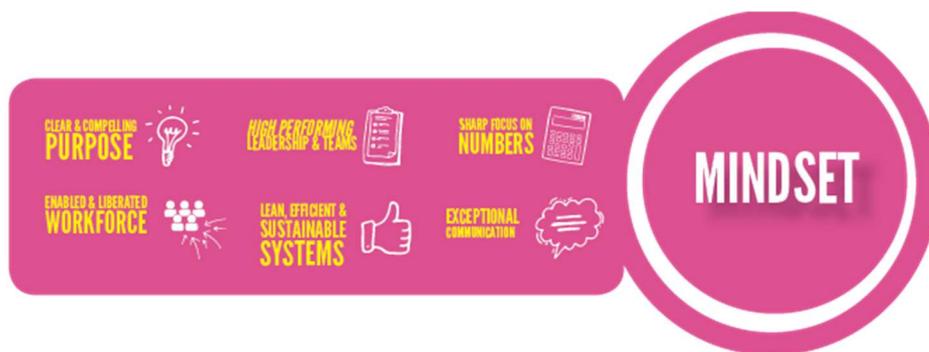
LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Chief Finance and Compliance Officer	Post Number:	CS1179P
Daily Supervision:	Principal and CEO	Salary:	Competitive
Department:	Executive Leadership Team	Last Updated:	April 2023

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

1. To take the strategic lead for the Lincoln College Group on ensuring it meets its priorities, with particular reference to creating financially sustainable colleges.
2. To provide extraordinary senior leadership across the Group as a member of the Executive Leadership Team.
3. To oversee, support, and inform the Executive Leadership Team and Board of Corporation on all financial, legal, risk management, governance and compliance matters (audit, data protection, freedom of information, public interest disclosures) relating to the Lincoln College Group.
4. To drive improvement and performance within the business to improve sustainability and financial health.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To plan, monitor and evaluate the Group's Financial Strategy.
2. To deliver the Group's monthly financial forecast to the Executive Leadership Team and Board of Corporation.
3. To direct, lead and support full budget devolvement of the top-down budget, coordinating with the Group Head of Finance to develop and implement the Group's budget.
4. To manage the process for all capital expenditure.
5. To take senior responsibility for the strategic direction of governance and compliance.
6. To own risk management, data protection, freedom of information, public interest disclosures with reporting responsibility to the Audit Committee.
7. To oversee internal audit arrangements, ensuring an effective audit service which drives operational and compliance improvements and demonstrates value for money
8. To be responsible for the overall security and insurance of the Group assets, services and activities to include the overall responsibility of the health of the Group finances alerting the Principal and CEO / Chair to any areas of concern, change or risk.
9. To have senior responsibility for compliance with funding arrangements with external bodies.
10. To oversee and have senior responsibility over the main legal provision for the Group.
11. To have senior responsibility for the financials and legal requirement for projects throughout the Group (i.e. bids, capital projects etc.)
12. To lead on preparation and delivery of Board and Committee papers.
13. Provide advice, support and challenge to all board matters relating to corporate governance whilst ensuring the Clerk has independence of working practice through the Chair of Corporation to implement effective systems and processes to ensure first class governance.
14. Give advice to the Corporation in sector developments proactively updating on guidance and legislation to advise Governors accordingly.
15. To provide advice, legal counsel and support to the Board Chairs and Executive Leadership Team in their respective roles as well as maintaining oversight of College legal matters.
16. Line management of staff as required.
17. To embed with the following mindset & behaviours as a senior leader:
 - a. Clear and compelling purpose
 - b. High performing leadership and teams
 - c. Sharp focus on numbers
 - d. Enabled and liberated workforce
 - e. Lean, efficient and sustainable systems
 - f. Exceptional communication
18. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
19. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
20. To maintain quality standards appropriate to the post.
21. To conform with the Health and Safety requirements relevant to the post.
22. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Possession of a full qualification from a CCAB Accounting Body.	A/I
2	Possession of a Management Qualification.	A/I
3	A thorough understanding of funding methodologies and appropriate methods of maximising income and developing new business opportunities.	A/I
4	A thorough understanding of the current & future issues that will impact upon the Group in its external environment.	A/I
5	Excellent working knowledge of Corporate Governance legislation.	A/I

	Skills/Abilities - Interpersonal	PSM
6	Confidence and ability to influence change and challenge at Board level.	A/I/T
7	A team player who is self-motivated and able to work autonomously and proactively.	A/I
8	Excellent people skills to support engagement with staff at all levels across the College and beyond.	A/I/T
9	Model the Lincoln College Group mindset: <ul style="list-style-type: none"> - Clear and Compelling Purpose - Enabled and Liberated Workforce - High Performing Leadership and Teams - Lean, Efficient and Sustainable Systems - Exceptional Communication - Sharp focus on Numbers 	A/I

	Experience	PSM
10	Experience in the education sector – desirable.	A/I
11	Significant senior management experience.	A/I
12	Sound financial strategy, planning & management.	A/I
13	Embedding a culture of financial management and value for money.	A/I
14	Making a significant impact on an organisation's financial performance.	A/I

	Work Related Circumstances	PSM
15	The ability to travel and work from home / other College sites.	A/I
16	Strong focus on the benefits of personal and professional development.	A/I

	Skills/Abilities - Other	PSM
17	Ability to produce and accurately interpret and present complex information / reports.	A/I
18	Analytical skills with a focus on all operational numbers.	A/I
19	Computer literate with a thorough understanding of MS Office packages.	A/I
20	The ability to promote equality of opportunity throughout all aspects of the Group.	A/I
21	The ability to take responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By:	Principal and CEO
Date:	April 2023

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test