

## JOB DESCRIPTION

**Job Title:** (Chief Operating Officer)

**Responsible for:** Finance, Estates & Facilities, ICT, Procurement, Risk & Compliance, & Business Transformation

**Line Manager:** Principal & CEO

**Contract:** Senior Post Holder (salary to be determined according to experience)

### Job Purpose

- Provide strategic leadership for finance, estates, ICT, procurement and risk to support the college's mission and strategic plan.
- Act as the college's Chief Finance Officer, ensuring compliance with the College Financial Handbook and regulatory frameworks, delivering robust financial management, budgeting and reporting to ensure long-term viability and value for money.
- Oversee the development and implementation of the estates strategy, capital projects and facilities management to ensure a safe, efficient and sustainable estate.
- Lead business transformation and digital innovation programmes to improve systems, processes and operational efficiency across the college.
- Ensure effective risk management, compliance and corporate governance through robust policies, procedures and reporting.
- Foster a culture of professional excellence, collaboration, equality and diversity across all functional areas, and provide outstanding support to students and staff.

### Specific Duties

#### Finance duties

- Work with the finance manager and team to oversee the effective operation of the finance department and implement strong financial and procurement controls and processes
- Ensure the college operates within its statutory and regulatory framework, including the College Financial Handbook, Financial Regulations and Memorandum of Funding.
- Develop and maintain the college's financial strategy, long-term financial plan, annual budgets and forecasts, ensuring alignment with strategic goals and value for money.
- Prepare financial accounts, management accounts and reports for the Board, Audit & Risk Committee and other stakeholders, advising governors on financial matters
- Lead treasury and cash-flow management, ensuring robust liquidity, bank covenant compliance and effective investment of reserves
- Oversee financial aspects of capital projects, including planning, budgeting, funding and contract management.

- Maintain effective relationships with banks, auditors, funding agencies and other external stakeholders, ensuring good credit standing and compliance.
- Lead on financial policies and procedures, risk management and internal audit.

#### **Estates & facilities duties**

- Develop and implement the college's estates strategy, ensuring efficient and sustainable use of the campus, and lead major capital projects
- Ensure compliance with health & safety, fire safety and environmental sustainability across all campuses.
- Oversee facilities management, including maintenance, catering, cleaning, security and campus services, delivering a high-quality and safe environment for students, staff and visitors.
- Lead procurement for estates and facilities, ensuring best value through competitive tendering and contract management

#### **Operational & transformation duties**

- Lead the college's business transformation programme to streamline processes, reduce duplication and drive operational excellence
- Develop and maintain the ICT strategy and digital infrastructure, ensuring reliable, secure and resilient systems that support teaching, learning and administration
- Strengthen procurement, risk management and compliance frameworks across all non-teaching teams.
- Drive innovation and efficiency through modernising systems and processes, leveraging shared services and technology.

#### **Governance & reporting duties**

- Act as Deputy Accounting Officer and Chief Finance Officer, ensuring the college meets its obligations under the College Financial Handbook, ESFA returns and regulatory requirements.
- Produce reports and papers for the Board, Finance & Resources Committee, Audit & Risk Committee and other bodies, including management accounts, forecasts, risk registers and business cases
- Support the Board and committees in making informed decisions on financial and estates matters and ensure effective scrutiny and transparency.
- Update and review financial, estates and operational policies and procedures, ensuring compliance with data protection, procurement regulations and equality legislation.
- Maintain robust risk-management frameworks and business-continuity plans, reporting on risks and mitigation measures
- Comply with all college policies and procedures, including health & safety, equality & diversity and data protection
- Actively contribute to the Senior Leadership Team and strategic planning processes, working collaboratively with colleagues across the institution.

- Champion the college's values and act as an ambassador, maintaining high standards of customer care and professional conduct.
- Undertake professional development and training to ensure up-to-date knowledge and best practice.
- Perform any other duties commensurate with the role as required by the Principal & CEO.

## Person Specification

**As a College employee you will be expected to embrace College values and implement College policies and procedures by: -**

- Seeing learners as our priority
- Embracing equal opportunities and respecting diversity
- Working co-operatively with colleagues
- Respecting and valuing the work of all our stakeholders
- Striving for continuous improvement
- Adhering to College policies and procedures
- Promoting the welfare young people and vulnerable adults

Attributes	Essential	Desirable
<b>Qualifications</b>	Qualified accountant (CCAB/CIMA/ACCA or equivalent); degree-level qualification.	Postgraduate management qualification; Health & Safety qualification; membership of professional estates or facilities body.
<b>Experience</b>	Senior leadership experience in finance and operations within a complex organisation; proven track record of financial planning, budgeting, risk management and compliance; experience of estates/facilities management and capital projects; leading successful change and improvement initiatives.	Experience in the FE/HE sector; involvement in academic/learning environment; experience of digital transformation.
<b>Knowledge &amp; Skills</b>	Strong knowledge of financial regulations, procurement, risk management and corporate governance; ability to develop and implement	Knowledge of student support services; experience of sustainability and environmental

Attributes	Essential	Desirable
<b>Personal Qualities</b>	financial and estates strategies; excellent communication and stakeholder management skills; ability to lead and inspire multidisciplinary teams; analytical and problem-solving skills; understanding of equality & diversity and safeguarding obligations.	management; familiarity with ESFA/OfS returns.
	Strategic thinker with high integrity, emotional intelligence and resilience; collaborative leader who can build relationships and deliver change; commitment to the college's values, including equality and diversity, customer service and continuous improvement.	Visionary and innovative leader; commitment to community engagement and social mobility.