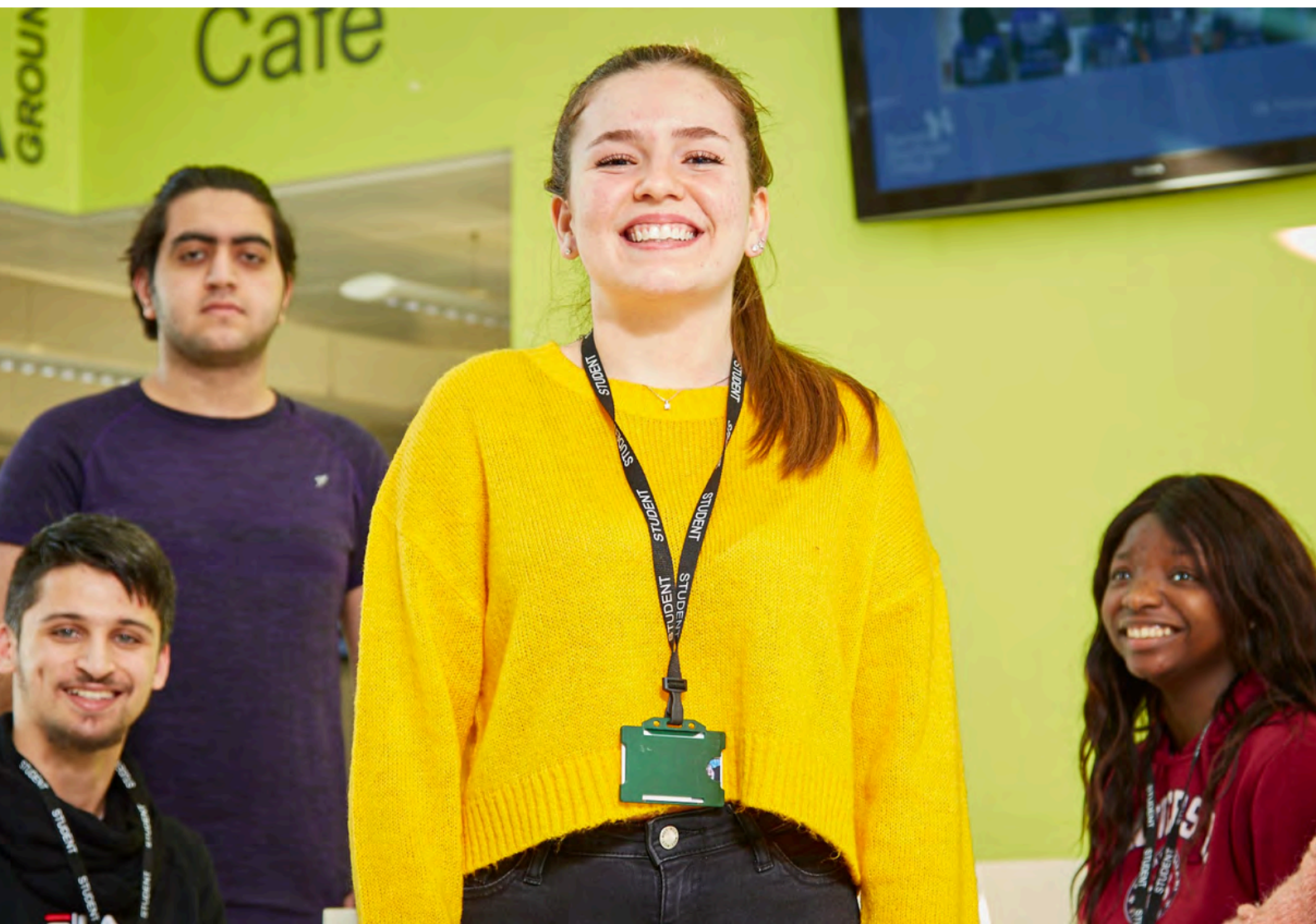


# Chief Finance Officer



**CANDIDATE INFORMATION PACK**

**September 2024**

[www.fea.co.uk/bsc-cfo/](http://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.

This is one of 3 new appointments to our Executive Leadership Team, and 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**

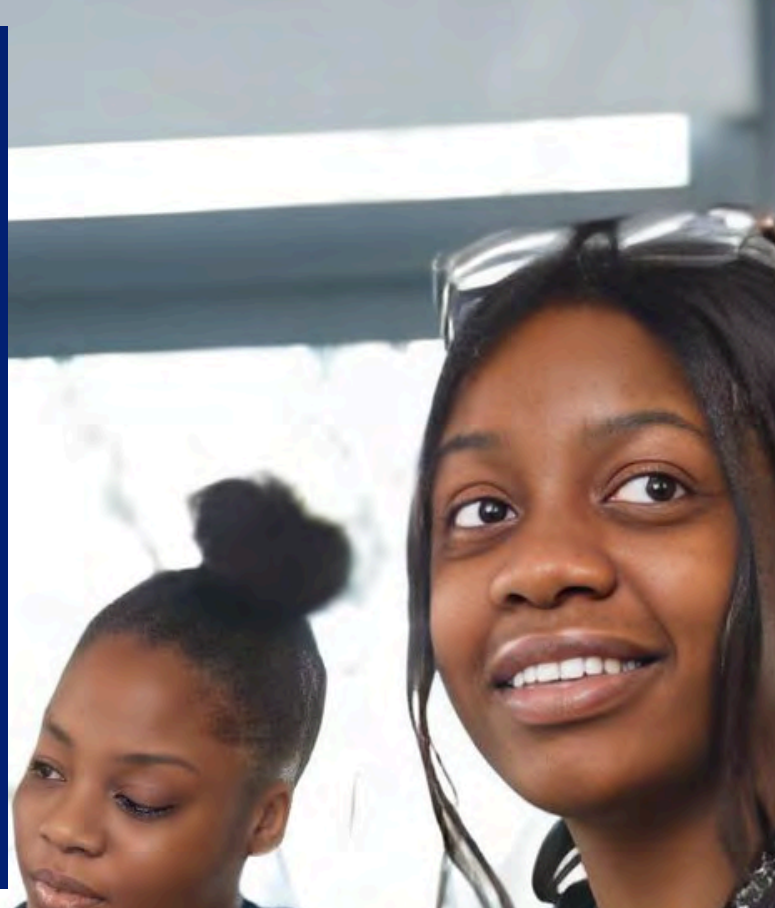


# About Us

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.



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 is 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.

# A Love of Learning

At Barnet and Southgate College we:

- Foster and promote a love of learning for staff and our students.
- Love to Learn.
- 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.
- Recognise that in seeking to deliver this, our staff are our most valuable asset.
- Continually strive to be a people-centred organisation underpinned by a commitment to providing all our staff with:
  - relevant, personalised, and impactful professional development opportunities
  - a culture that puts students, staff and a love of learning at the heart of all we do
  - benefits and rewards that recognise their skills and talents
  - a commitment to their welfare and wellbeing in and out of the workplace
  - an inclusive, ambitious, high quality and well-resourced working environment
  - an organisational culture that is rooted in trust, honesty, fairness, respect, inclusivity and transparency
  - a teamwork ethic that empowers and enables individuals to succeed, celebrates diverse talent, nurtures curiosity and recognises we are the sum of our entire staffing body and that success is owned by everyone.

We seek to create an environment where curiosity and learning are the foundations of all our work and where a solutions focused approach generates and harnesses creative and innovative thinking. We seek to create opportunities for staff to engage in relevant professional dialogue about the craft of teaching, learning and assessment and where support staff feel equally able to continually reflect on and develop their professional practice and the vital contributions they make to our students' experiences.



# College Values

## LEARNER CENTRED: PUTTING THE LEARNER AT THE CENTRE OF EVERYTHING WE DO

This means we:

- Listen to our learners and act on their feedback
- Tailor our services and delivery to meet their needs
- Are adaptable, flexible and responsive to learner needs
- Always try to bring out the best in our learners and help them achieve their potential
- Consider the impact on our learners in our decision making and College policies
- Go the extra mile to support our learners



## IMPROVING: CONTINUOUSLY LEARNING AND IMPROVING OURSELVES

This means we:

- Reflect on and evaluate how we work
- Learn from any mistakes and plan to avoid them in future
- Embrace new information, methods of working and technology
- Participate in learning activities inside and outside of the College
- Develop ourselves to be the best we can be Share our own learning with others

## PROFESSIONALISM: BEING PROFESSIONAL AND SETTING A GREAT EXAMPLE TO OTHERS

This means we:

- Aim for excellence and take pride in what we do
- Are organised, consistent and can be relied upon to do what we say we will do
- Are polite, helpful and represent the College in the best way we can
- Take responsibility for our work and our actions
- Have a positive and 'can do' approach to helping our learners and colleagues



# College Values

## EQUALITY: PROMOTING EQUALITY AND INCLUSIVENESS

This means we:

- Treat people fairly
- Respect differences and treat people as individuals
- Are supportive and understanding of each other
- Recognise the contribution that others make
- Promote equality and diversity to learners and colleagues



## TEAMWORKING: WORKING AS PART OF ONE COLLEGE TEAM

This means we:

- Help and support our colleagues
- Inspire and motivate each other in our work
- Are reliable and do what we say we will do
- Act with honesty and integrity
- Work together to achieve common team and College goals
- Respect each other and the value of the different jobs we do

## CHALLENGING: CHALLENGING THE NORM

This means we:

- Are open minded and can take risks
- Challenge existing ways of doing things
- Look at things differently and find better ways
- Anticipate and solve problems innovatively
- Are creative and come up with great new ideas
- Are ambitious and successful in what no other colleges are doing



# 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.

*(7 Bristol Avenue, London, NW9 4BR - Our Colindale Campus is a short 5-minute walk from Colindale tube station (Northern Line, Zone 4) as well as Mill Hill Broadway station (Thameslink). It is also close to bus stops for routes such as 113, 186, 204, 221, 302, 303 and 382.)*

## 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.

*(High Street, Southgate, N14 6BS - Our Southgate Campus is within close proximity to Southgate tube station (Piccadilly Line, Zone 4) and bus station which services routes such as W6, W9, 121, 298, 299, 382. To arrive by car, the campus is close to exit 24/25 off the M25. It is just over an hour drive from Milton Keynes, Bedford, Slough and Bexleyheath as well as half an hour from Luton and 45 mins from Stevenage.)*

## **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.

*(Wood Street, Barnet, EN5 4AZ - Our Barnet Campus is located within a short distance of High Barnet tube station (Northern Line, Zone 5) and is close to an array of bus stops for routes such as 34, 84, 107, 184, 234, 263, 307, 326, 384, 389. To arrive by car, the campus is close to exit 23 off the M25. It is only an hour drive from Milton Keynes, Bedford, Bexleyheath and Slough as well as half an hour from Watford, Luton and Stevenage.)*

## **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.

*(2nd Floor, 23 St. George's Chambers, South Mall, Edmonton Green, London, N9 0TS - Our Edmonton Green Campus is based within the Edmonton Green Shopping Centre. It is opposite the Edmonton Green Train Station (Greater Anglia) as well as nearby to bus stops for routes such as 102, 144, 149, 191, 192, 259, 279, 349, 491, W6 and W8.)*



# 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.

## Qualifications

### Essential


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

### Desirable

- Chartered Accountant as recognised by ICAEW.



# **We want all staff to feel proud of their work, the difference they make to our students and the fact that they are an employee at Barnet and Southgate College.**



**At Barnet and Southgate College, we are on a journey – a journey to be exceptional in all we do. The journey is destination-free – it's a constant supportive, collaborative, ambitious and challenging cycle of learning, development and innovation.**

**The success of our journey is entirely dependent on the talented staff we employ.**

**Below we outline the range of approaches we will take to continually value and create benefit for our most important asset – our staff.**

# Approaches to valuing and benefiting our staff



## Learning & Development Opportunities

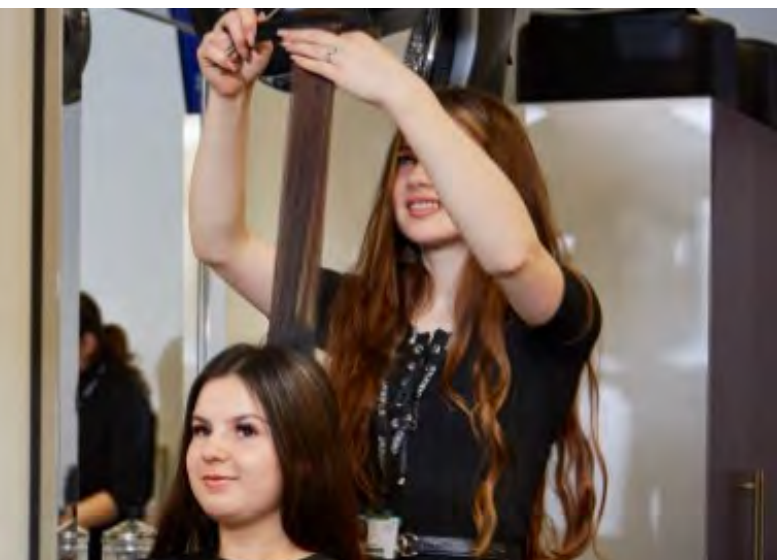
For us learning is an integral part of organisational development, and we love to enable growth and share success. We have dedicated teams that bring learning closer to each job role and your voice will be equally important in creating your learning journey. Whether you are teaching staff or part of the business departments, as part of the College, you will receive outstanding learning and development opportunities. From first day you will be on a learning path from our onboarding program towards mentoring and leadership programs. You will also be able to attend conferences, external certifications, constantly pursue new understanding, reflect, and feedback to the community.

## Benefits & Rewards

- **ANNUAL LEAVE** - The College offers employees a generous holiday allowance starting from 26 days annual leave for support staff and 55 days annual leave for our academic staff plus bank holidays.
- **TAKING TEACHING FURTHER (NATIONAL INITIATIVE)** - An early career support package is available for eligible successful candidates to support new Teachers in all T Level pathway subjects and Maths, English and SEND subjects.
- **LEVELLING UP PREMIUM PAYMENTS FOR FE TEACHERS** - Levelling up premium payments are available for eligible successful candidates in specific subjects.
- **PROFESSIONAL DEVELOPMENT OPPORTUNITIES** - CPD opportunities such as annual Staff Development Days and access to our learning portal 'Evolve' offering college wide and team focussed development opportunities.
- **ANNUAL INCREMENTAL RAISES** - Following successful completion of the probation period, staff are eligible for annual incremental raises within their salary band.
- **STAFF COMMITTEES** - Opportunity to take part in our Welfare and Wellbeing Committee and the EDI Committee to share views and engage in implementing strategies to enhance employee welfare and promote a healthy working environment.
- **SICK PAY** - Staff are entitled to the college's sick pay entitlement scheme, subject to terms and conditions such as length of service and length of absence.

# Approaches to valuing and benefiting our staff

- PENSION SCHEMES - Automatic enrolment to the Teachers' Pension Scheme or Local Government Pension Scheme.
- ANNUAL SEASON TICKET LOANS - An annual season ticket can save employees around two months in travel cost per year, costing the equivalent of 10 months for 12 month's travel.
- CYCLE TO WORK SCHEME - The scheme is an incentive for staff, offering tax free bikes through independent bike shops and is run by Cyclescheme Ltd. Staff can get a tax-free bike, which for most people means they save around 32% of the cost for a new bike!
- EMPLOYEE SUPPORT HELPLINE - The Employee Assistance Helpline can be contacted 24 hours a day, 7 days a week. They are able to lend a sympathetic ear, offer practical and professional advice on a wide range of work related, personal or family problems.
- EYE TESTS FOR DSE USERS - The College will refund the cost of regular eye tests for staff that use Display Screen Equipment regularly as part of their duties.
- FLU VOUCHERS - We offer established staff a free flu vaccination voucher to take to a large range of local high street pharmacies.
- GYM FACILITIES - Our Sports Centre at Southgate Campus is available for all staff with cardio, strength and conditioning equipment. These facilities are available Monday to Friday including access to the sports hall subject to availability.
- HAIR SALON SERVICES AND BEAUTY TREATMENTS - A range of competitively-priced hairdressing services are accessible at our Colindale Campus. Regularly providing special staff offers which is convenient during lunch hours or after work.



# Key Dates and the Recruitment Process



Closing date: **9am on Tuesday 22 October 2024**

Interview date: **Wednesday 6 November 2024**

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](mailto: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](mailto: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**.