

JOB DESCRIPTION

Job Title:	Commercial Finance Manager
Grade:	Management Spine MS02-MS04
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	Finance
Accountable to:	Head of Finance

JOB PURPOSE

The Commercial Finance Manager is responsible for the provision of commercial insight and business performance reporting and working alongside the curriculum to drive business growth for contracts worth circa £14m. The role is responsible for the execution of general accounting, consolidation, management reporting and planning, budgeting, and forecasting processes across the College's commercial contracts, complying with the College's reporting deadlines, financial regulations procedures and internal controls.

KEY TASKS

1. Ensuring the College's commercial contracts maximise the opportunity to achieve financial targets including growth, profitability, cash, budgets and resource utilisation; making recommendations for improvement and action.
2. Provide financial stewardship and ensure commercial governance across the College's commercial contracts.
3. Provide expert commercial insight to the Director of Finance and Corporate Services and Chief Finance Officer, ensuring appropriate challenge and analysis whilst proactively identifying business opportunities and risks to drive growth where possible.

4. Provide an advisory service to designated staff within the College to ensure appropriate financial control methodology and budgetary information is implemented and disseminated appropriately.
5. Co-ordinate and compile all relevant information to ensure the production of annual budgets to set timetables.
6. Manage the timely and accurate production and dissemination of financial performance data.
7. Establish, implement, and monitor systems to ensure the financial progress of the College's Commercial contracts.
8. Establish, implement, and monitor systems to ensure the evaluation of transaction input and thereafter process relevant accruals.
9. Plan, co-ordinate, and control allocated, human, physical and financial resources to ensure the effective deployment to the benefit of the College.
10. Ensure the effective implementation and utilisation of all systems of work (computerised and manual) to ensure that a quality management accounts function, which conforms to College audit requirements and those of funding bodies, is available.
11. Deputies for Head of Finance as required.
12. Undertake any other duties commensurate with grade.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To manage relevant professional staff accordingly.
5. To be responsible for actively identifying own development needs

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6. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively, if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

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COMMUNICATION AND WORKING RELATIONSHIP

Internal Communication / Working Relationships

Liaison with:

- Senior Post-Holders
- Directors
- Vice Principals
- Assistant Principals
- Heads of Schools
- Heads of Departments/Managers

External Communication/ Working Relationship

Liaison with:

- Universities
- Colleges
- Contractual Partners
- Funding Bodies
- Regulatory Bodies
- Employers
- Professional bodies relating to activities of allocated area
- External providers of financial services and audit
- European Funding Bodies

This is not an exhaustive list – it is for illustrative purposes only

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Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: Commercial Finance Manager

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Hold a current CCAB qualification	1	✓	
Experience of the Education Sector	1		✓
Experience of grant funding and multi-year budgeting including forecasting and reporting	1	✓	
Experience of Financial Management and Business Partnering	1	✓	
Evidence of continued professional development	1	✓	
Proven track record of managing business relationships across departments, grant awarding bodies and/or commercial partnerships	1	✓	
Knowledge of key financial information e.g. Further Education funding methodology and contracting arrangements with various parties	1		✓
Knowledge of Audit requirements	1	✓	
Skills	Assessed by	Essential	Desirable
Proven capacity to work innovatively and independently	2		✓
Ability to think strategically when making departmental and procedural changes	1,2	✓	

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Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the College works in partnership	1, 2	✓	
Ability to manage complex spreadsheets and write reports in a variety of IT systems	1, 2	✓	
Ability to manage budgets	1, 2	✓	
Demonstrate the ability to write clear and concise reports for Senior Mangers	1	✓	
Tenacity, flexibility and the ability to work under pressure	1	✓	
Personal and professional integrity	1	✓	
Ability to produce high quality management information to pre-specified deadlines	1	✓	
Experience of maintaining financial databases	1, 2	✓	
Excellent IT skills with regard to using a variety of software application packages.	1, 2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

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European Union
 European Social Fund

ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the College's mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

Competency - Quality & Organisational Drivers

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focussed improvement activities and plans;
- Being results-focussed and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

Competency - Managing People & Performance

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

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Makes best use of own time and other resources by:

- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (e.g. ESFA / OfS / NELEP / TVLEP / CA);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies (e.g. Apprenticeships, NEETs);
- Understanding and reacting positively to changes in legislation (e.g. Pensions, VAT, CSR).

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

Competency - Building Capability

Developing Knowledge and Skills

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Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency - Planning & Organising

Effective Planning

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: July 2021

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