
Candidate Brief

Chief Finance Officer

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PRIVATE & CONFIDENTIAL
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D O D D P A R T N E R S

— BOARD & EXECUTIVE SEARCH —

Capital City College Group

Welcome to Capital City College Group (CCCG), one of the leading education providers in London and the UK.

CCCG is made up of the following organisations:

- City and Islington College
- The College of Haringey, Enfield and North East London
- Westminster Kingsway College
- Capital City College Training, focused on apprenticeships
- Visionnaires, focused on entrepreneurs
- 01 Founders, focused on coders and data analysts

Our history dates back to 1828, starting with the Grove House School in Tottenham. This school, known for its advanced teaching and kind approach, is now part of The College of Haringey, Enfield and Northeast London. We also have roots in the Westminster Technical Institute from the 1890s, famous for its hospitality school started in 1910. City and Islington College includes one of London's leading sixth forms and centre for applied sciences.

Every year, we train over 25,000 students and help them develop the skills and knowledge they need for jobs or progression into higher education. Our students have gone on to do amazing things with some becoming household names such as: chef, Jamie Oliver, actors like Jessie Wallace, or even Olympians like Lina and Laviai Nielsen.

At CCCG, we celebrate diversity and work hard to make sure everyone gets a chance to learn and grow. We seek to create a learning environment devoid of discrimination or harassment with a culture built on mutual respect, aspiration, collaboration, creativity and opportunity. We are here to help everyone reach their dreams, no matter where they come from.

Our strategy is to realise our ambition of being a college group with the scale, diversity and specialisms to provide an outstanding education experience for students, underpinned by a resilient financial base that allows delivery, despite any change in the funding environment. Achieving this will ensure we deliver the exceptional education and training that our students and London's employers deserve.

CCCG's Vision – Transforming lives through exceptional education and training.

CCCG's Mission – To inspire London students and businesses with outstanding further and higher education and training which ensures their social and economic success.



The Group

Capital City College Group is comprised of City and Islington College, Westminster Kingsway College, the College of Haringey, Enfield and North East London, Capital City College Training, Visionnaires and 01 Founders. Many of their outstanding facilities across central and north London are also available to hire through Places and Spaces London.



**CITY AND ISLINGTON
COLLEGE**

City and Islington College (CANDI) is one of the largest further education colleges in London, with a Sixth Form and a Centre for Applied Sciences in Angel, a Centre for Business, Art and Technology in Camden Road, and a Centre for Lifelong Learning in Holloway Road.

Between the centres, the college offers an extensive range of academic and vocational courses for all ages. Since 1993, it has provided exceptional education to over 250,000 people, helping them to achieve their ambitions.

CANDI has a diverse student body of around 14,000 learners mainly from London, but many travel further afield to study A Levels, T Levels, technical vocational courses (diplomas, certificates and awards, including BTECs, University of the Arts London, City & Guilds, and more), and higher education courses (HNC, HND, Foundation Degrees and Bachelor's Degrees).



**Westminster
Kingsway College**

Westminster Kingsway College is one of the largest further education colleges in central London with a diverse student body of around 14,000 learners, who travel to its outstanding centres in King's Cross (Camden), Victoria (Westminster) Regent's Park, and Soho, to study on acclaimed vocational and academic courses. Each centre offers an extensive range of academic and vocational courses for all school leavers and adults, with a specialist centre in Camden for those with learning difficulties and disabilities.

WestKing offers A Levels, A Level Intensives, T Levels, technical vocational courses (diplomas, certificates and awards, including BTECs, University of the Arts London, City & Guilds and more), and higher education courses (HNC, HND, Foundation Degree and Bachelor's Degrees). WestKing is also a nationally recognised Careers College for its digital and health and social care sectors, recognising its excellence in helping students find work in these industries.



The College of
**Haringey, Enfield
and North East London**

The College of Haringey, Enfield and North East London (CONEL) is one of the largest further education colleges in North London, providing education to people in and around Haringey and Enfield since 1828, officially forming the College of Haringey, Enfield and North East London on 1 August 2009. CONEL provides an exceptional education to its students, equipping them with the skills they need for their future, with two superb centres in North London, located in Tottenham and Enfield, offering an extensive range of academic and vocational courses for all school leavers and adults.



Capital City College Training (CCCT) offers high-quality training courses and apprenticeships designed with real jobs in mind, reflecting the latest market intelligence, employer, and student demand.

CCCT supports businesses by providing training and business support including employability skills and professional development courses, subcontracting, B2B and sales to compliance, work experience and placements as well as externally funded educational projects.

- We work with businesses to understand their needs and deliver high-quality training solutions designed to improve their workforce with innovative training and the right recruits
- We work with young people who are eager to learn and progress and help them choose a training option that meets market opportunities to find a clear path to work
- We match talented learners with suitable roles to help both businesses and individuals to thrive
- We help people who are already working to explore new areas through short courses that enable them to make choices about career directions



Visionnaires are a social enterprise. As start-up specialists, Visionnaires help any adult with a business idea to turn their vision into reality. Our groundbreaking programmes are created by entrepreneurs with practical tips and tools, using the VSPARK® method.

There are three levels: **Explore, Start and Grow.**

The **Explore** seminars are for young people thinking about options for a new business or self-employment. They are run in partnership with Further Education Colleges as part of their studies.

The **Start** programmes are open to participants over the age of 18 who have an idea for a business, self-employment or have recently started. They are free of charge, delivered as an interactive webinar and, in addition, one-to-one support is available over 4-6 days by an experienced entrepreneur. Participants are called Visionnaires and take you step by step, applying good business practice to your idea, creating a plan and practical actions.

The **Grow** incubator is for high-growth new businesses who have the potential to employ at least 10 people within 2 years, have a sustainability element to their business or are solving a problem within their community. These businesses are invited to join our incubator and, as a result, will have access to coaches, mentors and expert advisors.



01 Founders is an innovative free-to-access coding school launched in July 2021. All learning at 01Founders is team-based and gamified, so students learn from projects, their peers and teach each other as the progress. 01F is co-founded by Capital City College Group and Founders Forum's Brent Hobermann, the face behind online brands including lastminute.com, and is backed by entrepreneurs, tech firms and educationalists.

01 Founders also offers access to the 01Edu Peer-to-Peer Pedagogic model, created by Nicolas Sadirac with the delivery of an immersive Software Developer Apprenticeship. This gives access to the next generation of diverse talent and a skilled and knowledgeable workforce.

Values

These values are the key ideas and principles that people within our organisation and our partners believe are important. They sum up why we do what we do – our purpose – and how we go about our work – our approach.

Respect

- We create a safe and trusting professional environment where people are treated well and equally.
- We listen, empathise and take time to understand the views of others.
- We support students and staff to take responsibility for themselves, their development and their actions.

Aspiration

- We create opportunities for transformational change for our students.
- We expect great things of all our students and our staff.
- We have a constant drive for progression.

Collaboration

- We are open to doing things differently and learning from others.
- We work in partnership to ensure the best for students, employers and staff.
- We create partnerships that deliver mutual and lasting benefit.

Creativity

- We seek out new ideas and develop new approaches.
- We create opportunities for innovation.
- We are agile and responsive to change and willing to take risks.

Opportunity

- We go the extra mile to help individuals realise their dreams – whoever they are and whatever their background.
- We embrace difference and break down barriers to learning wherever they exist.
- We focus on the future and spotting new opportunities to develop what we do.

For more information about CCCG, please visit: <https://www.capitalccg.ac.uk>



Job Specification

Post: Chief Finance Officer
Accountable to: Chief Executive Officer
Responsible for: Finance and Audit, Procurement, Management Information, Funding, Assurance and Systems, IT, Estates and Facilities and Commercial.

Key Purpose

As a key member of the Executive Team, to develop, implement and deliver the Corporate Strategy. Focussed on the financial sustainability of the College Group, ensuring the financial strategy delivers the best use of the College Group's available capital and revenue resources.

To be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the College Group's financial strategy.

To lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively. The Chief Financial Officer will ensure that the College Group follows best practice in terms of financial governance ensuring the probity and legislative compliance of all financial transactions.

Leadership of the finance, audit, estates and facilities, IT, funding assurance, commercial, management information and procurement departments and service.

Main Duties and Responsibilities

Strategy - providing strategic advice to the Board of Governors and Executive Team on all issues relating to financial matters, including financial policy and planning, delivery and risk, borrowing and investments, project funding along with wider resource planning for the College Group. Maintaining a financial and resources strategy to underpin the organisation's financial viability within the agreed performance framework. Building close and effective working relationships with key external partners as necessary.

Budgeting and Planning - preparing the College Group's Annual Business Plan and financial budget, financial forecasts for corporate strategies and plans alongside developing and implementing strategies for maximising the college's resources, driving financial efficiency at all times. Management of all tax and treasury management practice and policy, with particular reference to charitable status and medium to longer term requirements.

Management Reporting - ensuring that appropriate management accounting systems, functions and controls are in place so that finances are kept under review on a regular basis. Ensure that these systems, functions and controls apply consistently to all activities including partnership arrangements and outsourcing. Ensure the provision of timely, complete and accurate information and reports to budget managers and senior management on the budgetary and financial performance of the institution.

Regulatory Reporting - maintaining the College Group accounts in accordance with funding agreements and financial reporting to the ESFA, DfE and other Governing bodies. Preparing the annual accounts to prescribed standards and taking responsibility for the completion and submission of regulatory reporting.

Audit and Risk - executive Lead for the Audit Committee; ensuring effective systems of internal control are in place to safeguard public funds and funding drawdown and to minimise funding claw back. Liaising with internal and external auditors to deliver annual audit programmes and the assurances required. ensuring systems and processes in place to identify and manage key business risks, including safeguarding assets, risk mitigation and insurance and assisting in advising on identifying past, current and future risks and liabilities, their likelihood of occurring and their likely magnitude, advising on an appropriate risk management strategy and assisting in putting in place appropriate risk management procedures.

Assets - developing and maintaining an effective resource allocation model to deliver business priorities. Leading on asset and balance sheet management. Providing full economic costing of specific projects or activities and investment appraisals of major capital schemes. Participating in the management and oversight of major College projects, monitoring financial risk at all times. Proactively managing the college's relationship with its bankers, to ensure that appropriate and efficient systems are in place for the college's accounting procedures.

Efficiency and Effectiveness - ensuring the provision of timely, accurate and impartial financial advice and information is provided to assist decision making and to ensure the institution meets its policy and service objectives and provides effective probity and stewardship of public money and value for money in its use. Appraising and advising on commercial opportunities and financial targets. Actively seeking to increase and diversify the Group's income base and to grow commercial revenue streams.

Financial Regulations - being accountable to the Chief Executive Officer for the proper financial operations of the College Group in line with Managing Public Money (MPM) policy and guidance; implementation and monitoring of Financial Regulations and Procurement policy and plans ensuring adherence across the College Group. Ensuring that the college achieves value for money across all its activities, including the delivery of services.

Corporate Services - leading corporate services functions and teams across Estates, Facilities and IT in promoting a strong customer service ethos and high professional standards. Ensuring wider corporate services / departments are providing an effective support service to all College functions and teams.

Commercial - Lead the implementation of a new commercial strategy focusing on reducing reliance on public funding. Develop a commercial culture across the group which values efficiency and effectiveness to serve our overall educational purpose.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To always carry out duties with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.
- The nature of this post means that the post holder may need to travel from time to time to other group centres and external venues.
- The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

ED&I

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including ethnic minorities, people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

Qualifications / Professional Development

- You will be degree qualified with a relevant accountancy qualification (ACA, ACCA, CIMA CIPFA) with demonstrable evidence of continuous professional development.

Essential Experience

- A proven track record of success in a strategic financial leadership role within a highly customer centric organisation of scale and complexity
- Prior responsibility for organisation-wide financial control, risk, reporting and systems development, to include the consolidation of accounts and board reporting to deliver excellent financial outcomes.
- Proven track record and success of working with multiple revenue sources and previous experience of delivering innovative solutions and continuous improvement across finance and wider operational activities.
- Strong exposure to the development and analysis of key business metrics to manage risk, inform decision making and assess commercial opportunities to ensure effective and efficient use of group resources.
- Experience of leading successful change programmes on a large scale within a complex, multi-stakeholder environment.
- Demonstrable evidence of operating at Board level.
- Experience of translating and delivering a strategy at an organisational level and the ability to formulate and deliver objectives and ensure agreed strategy is achieved.
- Significant experience of successfully leading a Finance and wider multi-disciplinary teams in the delivery of a high-quality service.
- Experience of overseeing estate management from a strategic and capital investment perspective with a strong appreciation of the fundamentals of IT, MIS and the wider digital agenda.
- Experience of leading teams with a clear capacity to ensure business partnering is truly embedded across an organisational structure.
- Experience of capital investment and treasury functions with accountability for regulatory compliance and audit management.
- A strong track record of building transformative partnerships both internally and externally that deliver sustainable revenue streams.

Skills / Abilities

- Ability to oversee rapid business change within a complex organisation.
- Ability to interpret user requirements and abstract ideas, and design appropriate application or reporting solutions.
- Ability to evaluate information systems, conceive solutions to functional problems, and identify opportunities for development and improvement.
- Excellent organisational skills, including the ability to plan, prioritise and work effectively under pressure.
- Excellent verbal and written communication skills.
- The ability to develop positive working relationships with colleagues at all levels, with a high level of emotional intelligence.
- Ability to manage the performance of others and promote their development.
- Ability to lead and motivate others, set direction, and inspire trust.
- An understanding of and commitment to equality of opportunity.
- A strong sense of purpose, and the drive to achieve agreed goals.
- Exceptional integrity and demonstrable commitment to purpose-driven values
- Exceptional emotional intelligence, self-awareness and curiosity to learn and help others learn.
- Dynamic drive and ambition for self and others.

Terms

Remuneration

The remuneration for this role will be Circa £140,000.

Annual Holidays

The holiday entitlement is 35 days per annum, plus recognised public holidays.

Pension Scheme

The holder of this post will have access to the LGPS Pension Fund.

Checks

All appointments are subject to satisfactory pre-employment references, fitness for work health check, right to work and DBS clearance.

Timeline

The following timeline is indicative and should only be used as a guide. It may be subject to change.

Process	Date
Close for Applications	Monday 13 th May 2024
Interviews with Dodd Partners	Mid May 2024
Shortlist Meeting	Mid-Late May 2024
Final Interviews	Late May 2024

How to Apply

The recruitment process is being undertaken by Dodd Partners on behalf of CCCG. If you wish to apply for this position, please supply the following information:

- A covering letter (maximum two sides) highlighting your suitability and how you meet the criteria in the Person Specification, together with details of your current remuneration.
- A comprehensive CV setting out your career history, with responsibilities and achievements.
- All applications should be emailed to Dodd Partners at contactus@doddpartners.com at your earliest convenience, referencing assignment DP3110.

Further Information

Should you wish to have an informal discussion about the role, please contact John Dodd on **07545 431 848** or **01244 738450**. Alternatively, email: johndodd@doddpartners.com

