



CANDIDATE PACK INTERIM ASSOCIATE DIRECTOR - FINANCE

ABOUT US

The Education and Training Foundation (ETF) is the workforce development body for the Further Education and Training sector. We work in partnership with others to deliver professional learning and development for teachers, trainers and leaders. We balance government priorities with sector needs to achieve our core charitable purpose to improve education and training for learners aged 14 and over.

The ETF believes that the key to improving education and training is to support teachers, trainers and leaders to excel. Everything we do is in pursuit of its vision of:

- highly effective, professionally confident teachers and trainers
- first class leadership of the sector
- FE as the career of choice for ambitious professionals who wish to make a difference.

The Education and Training Foundation (ETF), established in October 2013, is the expert body for professional development and standards in Further Education (FE) and Training in England. We are a registered charity.

We are the guardian of the Professional Standards for the sector. Our professional membership body, the Society for Education and Training (SET), has around 22,000 members, making it the largest professional membership organisation for practitioners in the post-16 sector.



WHAT WE DO

We support teachers and leaders across the Further Education and Training sector to help them achieve their professional development goals for the benefit of learners and employers across England. In doing so, we help to transform the lives of individuals and communities across the country, unleashing potential and benefitting the economy.

Our work has three key principles at its heart:

- The first is that we exist for the benefit of learners, something we achieve by improving the professional practice of teachers and leaders in the sector.
- The second is that we exist as a means to an end, not an end in itself. We have no shareholders and make no profit. Everything we do is about helping our fantastic sector unlock the talents and potential of our learners and improving productivity, employability, skills and educational attainment.
- And the third is that we exist to support professionals to be even better than they already are, identifying excellence and seeking to understand and disseminate it through collaborative practice. Although our work focuses on FE and Training, we bring in expert challenge and support from outside the sector.

WORKING AT THE EDUCATION AND TRAINING FOUNDATION

When you join the Education and Training Foundation, you'll be teaming up with nearly 200 employees nationwide to support teachers and leaders across the Further Education and Training sector.

Inspiring and assisting colleagues to be at their very best, our working environment and supportive culture is first-rate. Whether office-based (currently two days per week) or remote, we maintain an important focus on individual health and wellbeing, reflected in our collaborative environment and generous employee benefits.

We know that having a talented and informed workforce helps us to best support teachers and trainers, which is why we offer all staff a wide range of training and development opportunities, making us an ideal employer to further your career with. Come and join the team and make a real difference!

OUR VALUES

Responsive



We listen and provide effective solutions

Striving for Excellence



We aim for the highest standards in everything we do

Inclusive



We reflect your views in our thinking and in our actions

Expert



We base our decisions on evidence and expertise

Trustworthy



We are open, honest and act with integrity

OUR COMMITMENT TO EQUITY, DIVERSITY, INCLUSION AND BELONGING

FE is for everyone - it gives everyone opportunities to excel at whatever stage of their learning journey they are at. We are proud of the work that staff across the sector do to support learners to excel, and in particular to support those in the least advantaged groups. Through offering lifelong learning, our sector supports the journey towards social justice. We are an employer committed to sustainable practice and have an open and fair People Strategy where all staff have equal opportunities to develop and excel. Our values guide us in how we work with teachers, trainers, leaders, partners and stakeholders alongside how we behave and operate as a team.

JOB DESCRIPTION

Job title:	Associate Director (AD) of Finance
Department:	Finance / Corporate Services Directorate
Location:	Victoria, London, SW1/Hybrid
Working hours:	Monday to Friday, 35 hours per week minimum
Contract:	Fixed Term for 12 months – Full Time
Responsible to:	Executive Director: Corporate Services
Responsible for:	Finance Team
Salary:	Band F: £75k-£80k

ROLE PURPOSE

As the Associate Director of Finance, you will play a crucial role in supporting the Executive Director: Corporate Services in delivering high quality financial management, statutory accounting and financial planning for the charity.

Your special focus will be on delivering the organisation's strategy of diversified income and you will play an active personal role in developing and scrutinising new business activity in line with this. You will lead the financial submissions for contract bids, manage relations with funders and negotiate financial matters in contracts and contract extensions. You will also assess the viability of new products, pricing and other related work.

You will be a key member of the Leadership Team with complex internal and external relationships comprising line reports, peers, suppliers, and funders. Your remit will include maintaining finance systems and business processes to ensure they are fit for purpose for the transactional and strategic needs of the charity.

The ideal candidate will be qualified with a recognised accounting body, have demonstrable experience of government contract funding, grants and membership income. They will demonstrate sound technical knowledge and have outstanding interpersonal skills.

RESPONSIBILITIES

Particular to this post

Financial Management

- Lead financial management for the charity in the spirit of continuous improvement and a way that demonstrates:
 - Efficiency and accuracy in both month end and year end processes
 - High quality reporting (for all stakeholders), such that the organisation can quickly understand its financial performance, satisfy funders and deliver statutory accounts
 - A Business Partnering relationship and ethos between finance and budget holders
 - A finance system user experience (for finance staff and budget holders) that is good quality and has high rates of user adoption and satisfaction
 - Consolidated, value for money and ethically sound banking arrangements and payments processing
 - Strong reserves and cashflow management (making recommendations to maximise interest income)
 - Good governance and compliance with all policies, best practice and statutory responsibilities
- Assist the Executive Director: Corporate Services by developing and monitoring budgets, reforecasts and multi-year plans for the Leadership Team, Executive Board, Trustees and Funders.
- Attend meetings and confidently and clearly present complex financial information to a range of audiences, including Finance Committee of the Board of Trustees. Give all stakeholders confidence in the quality of information and analysis provided.

New business and commercial activity

- Lead the finance team to work in alignment with the charity's strategy to deliver new diversified sources of income and all the operational functions of a professional body
- Lead financial analysis for new business and commercial opportunities, ensuring costing and modelling work is of the highest quality, the key drivers and sensitivities are understood, and organisational overheads are properly considered
- Lead on understanding and communicating to Executive Board, the financial risks inherent in new business and commercial opportunities. Contribute to planning mitigations. Challenge assumptions and decision making as appropriate.
- Lead negotiations with funders on the financial terms for contract or grant extensions, based on parameters approved by Executive Board, and maintain oversight of these into delivery and day to day financial management.

Audit

- Plan to ensure the regulatory requirements of all statutory bodies are met for the 2023/24 financial year, including annual accounts in compliance with the Charity's SORP. Arrange external audit. Attend and present at the Audit and Risk Committee of the Board of Trustees as required.
- Engage with Internal Audit as required and ensure all recommendation and findings of such reviews are implemented on time. Personally assure the Executive Board as to the robustness and suitability of the charity's financial control environment.

Leadership and Team Development

- As part of the Leadership Team take collective responsibility for the operations and performance of the charity, communicating risk and management action upwards to Executive Board and driving delivery by the wider staff group.
- Line manage and mentor the Head of Finance and structure the finance team to ensure roles and responsibilities are sized and arranged to be both efficient and effective.

Additional information

Internal / external contacts that this role liaises with includes:

- Funders (including DfE)
- Cabinet Office
- Suppliers (including Framework Suppliers)
- Auditors (internal and external)
- Bankers
- Lawyers



PERSON SPECIFICATION

EXPERIENCE, SKILLS, AND KNOWLEDGE

- Educated to degree level or equivalent.
- Qualified CCAB Accountant with relevant professional qualification (CA, CIPFA, ACCA or CIMA) and/or equivalent business experience combined with another recognized professional qualification.
- Extensive and relevant post qualification experience including experience gained in a charity or community interest company.
- Substantial experience of designing and implementing Finance Systems, project management and change management programmes.
- Substantial experience of managing and motivating staff including setting objectives, developing staff and managing performance.
- Significant experience of securing and monitoring commercial activity under contract including pricing, negotiations, due diligence and reporting.
- Significant experience of reporting and presenting complex information in an accessible format and to communicate effectively with non-technical staff.
- Advanced knowledge of financial reporting standards, internal controls and compliance requirements for charities or organisations, including those receiving government funding.
- Understanding of tax matters and tax planning in the context of a charity.
- Excellent written and oral communication / interpersonal skills, with the capacity to engage effectively with stakeholders at all levels.

PERSONAL QUALITIES

- Demonstrate commitment to the ETF's values
- Demonstrate a commitment and understanding of Equality, Diversity and Inclusion across all areas of work
- Ability to reach decisions and judgments based upon balanced assessment of the technical, business and human risk factors involved.
- Collegiality in working as part of an effective high performing Leadership Team
- Highly developed personal influencing skills with a personal network and track record of positive business relationships



TERMS OF APPOINTMENT

SALARY

The salary for this role is £75,000-80,000 per annum on a full-time basis for 12 months

LOCATION

157-197 Buckingham Palace Rd, London SW1W 9SP

OUR BENEFITS AND STAFF WELLBEING

Our comprehensive package of benefits for employees reflects the importance that we place on emotional and physical wellbeing, financial support, and a good work-life balance. Our key benefits are:

- Generous annual leave entitlement (30 days annual leave, exclusive of the 8 Bank Holidays which you will have off work on top of the 30 days)
- Volunteering leave (5 days in total – 3 days paid, 2 days unpaid)
- Other leave entitlements (including only 1.5 days deducted from your annual leave entitlement to cover the 3-day Christmas office closure period, compassionate leave, medical leave, enhanced maternity leave, enhanced paternity leave, adoption leave, reservist leave, moving home day, study leave)
- Flexible working policies (including time off in-lieu, hybrid working)
- Pension Scheme (employer contributions of 6% and employee contributions of a minimum of 2%)
- Comprehensive staff wellbeing programme
- Generous sick pay
- Multiple training, learning and development opportunities
- Employee assistance programme
- Life assurance scheme
- Travel season ticket loan
- Cycle to work scheme
- Free Society for Education and Training (SET) membership (includes SET Rewards – savings and discounts programme)
- bYond (earn up to 15% when you shop at over 80 UK retailers)
- Extras Discounts (great savings over 100 brands including, M&S, ASOS, Nike and many more)
- Summer and Christmas social events
- Generous sick pay
- Subsidised onsite gym
- Five-year service award
- Paid eye tests
- Flu vaccine vouchers
- Victoria BID discount card

HOW TO APPLY FOR THIS APPOINTMENT

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact catherine.kift@starfishsearch.com or ruby.judge@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/etf-ad-finance/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date is **3rd November 2023**

Interviews with client: In person on the **8th November 2023**

