

NORTHERN SCHOOL OF CONTEMPORARY DANCE

JOB DESCRIPTION

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| POST: | Head of Finance |
| CONTRACT: | 0.6 FTE with hours to be discussed |
| DEPARTMENT: | The Directorate consists of three full-time posts, Finance Manager, Student Finance Co-ordinator, Finance and HR Administration Officer |
| ACCOUNTABLE TO: | Chief Operating Officer (COO) |
| RESPONSIBLE FOR: | Finance Directorate |
| LINE MANAGER TO: | Finance Manager, Student Finance Co-ordinator, Finance and HR Administration Officer |

MAIN PURPOSE OF THE JOB

The Head of Finance will support the Senior Leadership Team in managing the financial matters for Northern School of Contemporary Dance (NSCD). They will have overall responsibility for the School's finance functions; managing all aspects of financial and management accounting functions of the School, including the preparation of statutory accounts, liaison with external and internal audit teams, ensuring all statutory and regulatory financial and data returns are completed and delivered on a timely basis as required and liaising with other funding bodies as appropriate.

The Head of Finance is responsible for management of staff in their area of responsibility. The post holder will ensure effective performance management to deliver an efficient, well controlled finance service while being a collaborative team member, providing coaching, motivation and leadership to their team.

The Head of Finance will act as a prime source of information and advise the Senior Leadership team on all aspects of financial management, statutory and regulatory reporting, internal and external audit and regulatory compliance. They will also ensure the School meets the demands of openness and accountability in making both strategic and operational decisions and in delivering value for money. The post holder will ensure financial accuracy and control in a specialist conservatoire Higher Education environment. The Head of Finance will develop effective organisational arrangements and capacity that enables NSCD to meet its strategic aims within a framework of strong, effective governance.

ROLE RESPONSIBILITIES

Financial Leadership and Management

- Leading and directing the finance function so that it is resourced and fit for purpose, providing effective leadership and management of the finance directorate to enable each member to fulfil their individual responsibilities and potential for personal development.
- Ensuring that robust and efficient systems are in place to effectively monitor and control the School's finances; and a strong framework of controls to satisfy both internal and external audit functions.
- Managing and production of monthly management accounts, annual budgets and forecasts. Preparing, presenting and updating the Five-Year Financial Plan and detailed cash flow analysis, ensuring the School's strategic aims and objectives are reflected, highlighting any potential risks and opportunities to underpin long-term financial health and sustainable finances.
- Attending the School's Finance and Resources and Audit Committees supporting the Committee members with professional advice and by ensuring that all relevant accounting information, policies and other papers are prepared in a timely manner
- Accountable for timely completion, submission and monitoring of regulatory returns such as the Arts Council England (ACE), National Portfolio Organisation (NPO) programme budget, and audit requirements for the Department of Education are met in relation to the Centre for Advanced Training Scheme.
- Reviewing, updating and implanting the Financial Regulations and Procedures Manual; making sure information is disseminated as required.
- Preparing and advising on the Reserves Policy and the Treasury Management Policy to enable a sustainable financial future and the maximisation of investments in a risk adverse environment.
- Supporting the COO with the planning and managing of capital expenditure and resource allocation processes and other new initiatives.
- Working with the COO to manage the relationship with both the internal and external auditors appointed to the School, complying with all necessary accounting standards, thereby ensuring that all audit requirements are achieved.
- Work with the Finance Manager to oversee the outsourced payroll function, ensuring salary records are accurate, reconciled, up to date and timely payments are processed.
- Liaising with the School's pension providers, West Yorkshire Pension Fund and Teachers' Pension Scheme ensuring that all records, annual returns and other requested information are submitted and audit requirements completed.
- Ensuring that the School is tax compliant in relation to all taxes, specifically PAYE, VAT and Corporation Tax. Including being responsible for managing any visits or audits conducted by HMRC. In addition to ensure that all matters relating to Charities taxation regime are fully addressed.
- Supporting the COO in negotiating and conducting financial reviews of contracts and long-term agreements.
- To ensure that all regularity requirements such as ensuring proper use of Public Funds and adhering to Value for Money Principles are achieved throughout the School.

Other

- Undertake staff development where necessary.
- To follow the School's Code of Practice in matters such as Health and Safety, Equal Opportunities, Data Protection and Safeguarding
- Follow all agreed Quality Assurance Systems within the School.
- Undertake any other duties commensurate with the level of the post

PERSON SPECIFICATION – Head of Finance

The person specification describes the skills, experience, knowledge and aptitude required to perform duties of this effectively. The criteria order listed should not be taken to imply their relative importance. Paid and unpaid experience may both be relevant. The postholder undertakes a varied role, needing a variety of skills and personal qualities.

| Essential Criteria | Desirable Criteria |
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| <ul style="list-style-type: none">• Accountancy qualification.• 5 year's post qualification experience.• Self-motivated with ability to work on own initiative.• Proven management skills at a senior level, with experience of successfully leading and managing individuals and groups to achieve common objectives, including informally without line management responsibility.• An effective problem solver, with a proactive solutions focussed approach.• Strong analytical capability and IT skills with the ability to understand, assess and distil complex strategic financial and operational data to enable informed strategic decision making.• Experienced in making sound judgements and taking informed decisions with sensitivity and tact within their area of responsibility while retaining a clear focus on outcomes.• Excellent written and verbal communications skills with the ability to assimilate, summarise and convey complex information, which is tailored to meet the needs of different audiences and a multitude of purposes.• Confidence and professional approach with the ability to develop and maintain effective working relationships with colleagues and partner organisations at all levels and across departments.• Ability to demonstrate a commitment to own personal development and that of others. | <ul style="list-style-type: none">• Experience of working in Higher Education in the arts and/or a specialist conservatoire environment.• Experience of working as a member of a Senior Management Team.• An understanding of the demands of high-level vocational training combined with a desire to develop vocational arts education to the highest level.• Proven and successful project management skills.• Experience of managing both internal and external audit requirements. |

Terms and Conditions

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

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| Place of employment: | NSCD, 98 Chapeltown Road, Leeds LS7 4BH. |
| Hours of Work: | The postholder is expected to work a minimum of 22.5 hours per week. Occasional early evenings and weekend working is required to service Board meetings. |
| Remuneration: | £54,949 (pro rata 0.6 FTE = £32,969 actual) |
| Contract: | Part-time, Permanent Senior Postholder |
| Leave entitlement: | 21 working days holiday per academic year (35 for 1 FTE) plus 8 bank and public holidays normally observed in England and Wales. The School may also choose to close for up to 3 days per year in the interests of efficiency. |
| Period of Notice: | 4 months on either side. |
| Probation: | 10 months |
| Other Benefits: | Access to the West Yorkshire Pension Scheme, car parking provided, tickets for shows performed at the Riley Theatre |

Equal Opportunities

The School is committed to providing non-discriminatory and harassment-free working environment for our employees. All School employees are expected to have due regard for those policies when carrying out their duties.

Equality Diversity and Inclusion

NSCD believes that diversity and a diverse workforce is critical to its future development. As an equal opportunities employer we actively encourage interest from suitably qualified and eligible candidates regardless of sex, age, race, cultural background, disability, sexual orientation, gender identity, religion or belief.

Safeguarding

NSCD follows Safeguarding provision, and all staff require a full DBS check. NSCD is committed to safeguarding and promoting the welfare of students and vulnerable adults and expects all staff and volunteers to share in this commitment.

Health and Safety

All employees will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health and Safety policy/local rules/codes of practice relating to Health and Safety.

Environment & Sustainability

Northern School of Contemporary Dance recognises and is aware of its Social, Economic and Environmental responsibilities, the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of NSCD's Environment and Sustainability Policy

