

<b>Reports to:</b>	Principal   CEO
<b>Hours:</b>	37.5 per week/52 weeks per year
<b>Type:</b>	Permanent
<b>Salary:</b>	£42,000.00 -£47,000.00 (DoE)

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facilitate in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Duke of Edinburgh
- Equine Studies
- Floristry
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

**Job Purpose:**

This is a pivotal position within the senior leadership team and the post holder will work closely with the Principal to ensure sound financial practice and fundraising practices are maximized to the benefit of the college.

**Main Responsibilities:**

Your responsibilities will include, but are not restricted to:

- To lead all group financial management duties
- Manage and develop a small finance team
- Oversee a budget in excess of £4.5m across the group
- To support department managers to perform to budget
- To create a cohesive financial management strategy.
- To ensure the highest standards of Financial management.

- To champion enterprise and business development initiatives.
- Lead the fundraising team to achieve fundraising targets.
- Lead 'The Archer' Enterprise, ensuring accurate financial management.
- To lead, develop and ensure appropriate investment throughout the colleges ICT infrastructure, managing ICT leads and contractors accordingly.
- Ensure the ICT infrastructure is safe and secure for our learners and staff to use, as well as protecting the data stored on the college's networks.
- Oversee ILR submissions.
- Lead the ICT and Data team.
- Create reports and effective management information in order to improve and inform operational and strategic business decisions and improve key inspection outcomes in relation to Financial performance.
- Provide high quality, consistent advice and guidance on Finance, Enterprise and Fundraising.
- Develop the knowledge and skills of Managers from across the College in matters relating to finance, budgeting, Enterprise and fundraising opportunities.
- Communicate clearly, concisely and informatively with individuals both internal and external to Landmarks. Act as an ambassador for Landmarks College at all times.
- Contribute to organisational strategy, by being an active member of the senior leadership team.
- Attend and present to trustees when required.
- Provide confidential financial advice to staff.
- Enforce college procurement policies and practices, ensuring value for money can be demonstrated.
- Lead all fee setting and invoice issuing activities for all fee-charging contracts.
- Establish and maintain accurate, centralised financial records and reporting systems, through the appropriate use of IT.
- Effectively contribute towards preparations and ongoing requirements for all relevant inspection's assessments and audits.
- In conjunction with the Principal and Director of HR and Core Services, identify staffing resource requirements cross college and in unison with college managers develop comprehensive change plans to ensure costs do not exceed income.
- Identify opportunities for growth and development of Enterprise and income generating activities.
- Entering data onto relevant software packages used during the accounting process including Xero.com.
- Oversee, with Human Resources, accurate payroll submissions.
- Confidently communicate with people at all levels along with the ability to present financial information clearly and concisely.
- A flexible approach to workload demands with an ability to prioritise tasks to meet the needs of the team and wider college.
- Dealing with phone calls into the finance department and to resolve any queries through to completion

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

**Person Specification**

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	5 GCSE's or equivalent at A to C grades Including Maths and English.  CIMA / ACCA qualified.	Additional relevant qualifications.
Experience	Team leadership in a finance function.  Leading the production of financial management reports.  Audit.	Team leadership in a similar setting.  Charity finance.
Skills	Ability to work as part of a team and independently.  Excellent verbal and written communication skills.  Able to prioritise workload in a busy environment.  Able to demonstrate integrity and confidentiality.  Problem solving skills.	
Knowledge	Competent in the use of Microsoft Word, Excel and Outlook.  A thorough working knowledge of Microsoft Excel.  A thorough working knowledge of accountancy procedures.	A thorough working knowledge of Xero.com.
Personal Attributes	Able to work on own initiative.  Motivated.  Reliable.  Methodical approach.  Focused.  Flexible.	

	Professional.	
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When completing the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the criteria. If there are large numbers of applicants for the post then all the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process.

**In return we will offer:**

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday – plus bank holidays (pro rata – 52-week employees) - addition of 1 extra day's holiday after your third anniversary, up to a maximum of 5 additional days. Holidays to be taken out of term time.

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website [www.landmarks.ac.uk](http://www.landmarks.ac.uk), and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788.