

Dear Candidate,

Thank you for your interest in the role of Operations and Finance Director (interim) at the Chartered College of Teaching. This is a part-time maternity cover role from August 2020 – March 2021.

The Royal Charter for the teaching profession was originally granted in 1849 to protect and serve teachers. In July 2017, this Royal Charter was transferred to a new professional body – the Chartered College of Teaching. We are a fast-growing charity making the transition to a sustainable, impactful, high-profile organisation. Having opened membership in January 2017, we now have over 35,000 members, a more diverse income model and ambitious growth plans. We are working to celebrate, support and connect teachers to take pride in their profession and provide the best possible education for children and young people.

Vision: Teachers are working in a research-informed way to provide the best possible education for children and young people.

Mission: We celebrate, support and connect teachers to deliver world-class teaching benefiting pupils and society. Together we will raise the status of the teaching profession.

The profession is facing several challenges:

- 1 in 10 teachers are leaving the profession (for reasons other than retiring)
- More than 27,500 teachers who trained 2011-2015 had already left the profession by 2016
- The average teacher in England spends only four days on CPD per year, compared to a global average of 10.5 days
- Teachers are at risk of burnout due to high workloads and expectations.

By raising the status of teaching as a profession, we aim to create a world where highly skilled, passionate and competent people become the visionary and inspiring teachers of the future.

The Chartered College of Teaching is seeking to recruit an exceptional Operations and Finance Director (interim) to join our growing and dynamic team and lead the charity's finance and operations, including fundraising, legal, compliance, data protection, HR, IT and Office Management. Reporting to the Chief Executive Officer and a member of the Executive Leadership Team, this is a fantastic opportunity to lead the recent progress that has been made in these areas and use your expertise to further improve these functions.

The successful candidate will be able to lead the organisation's finance and commercial strategy, including planning and advising on and new/expanded activities, as well as oversee financial processes such as annual budgeting and forecasting, implementation of financial controls. You will be able to manage external suppliers,

We are looking for someone with a successful track-record of leadership in fast-paced, growing organisations. You will be comfortable operating at a senior level and a highly capable and driven individual. This is a busy and challenging role and the successful candidate will be pro-active, a problem solver and flexible. You will add strategic and commercial value to the organisation by. To excel in this role, you will have had proven success in providing financial and operational oversight of an organisation on behalf of the executive leadership team and trustees. It is essential that the candidate is able to work flexibly in this role.

We look forward to hearing from you.

Yours sincerely,



Professor Dame Alison Peacock, Chief Executive

Job description

Job Title:	Operations and Finance Director (interim)
Location:	Combination of office based (central London) and home working
Hours:	Part-time, flexible depending on candidate (2-4 days per week)
Salary:	Competitive
Contract:	Fixed term maternity cover (August 2020 – March 2021)
Reporting to:	Chief Executive
Direct reports:	4-5 (including external suppliers)

About the Chartered College of Teaching

The aim of the Chartered College of Teaching is to improve the quality of education for children and young people. We support teachers, champion great teaching and raise the status of the profession so that teachers are working in the most effective, informed way to provide the best possible education for children and young people now, and in the future.

Job Purpose

The Operations and Finance Director (interim) is an executive role responsible for ensuring that the Chartered College of Teaching's operations run effectively and efficiently, and that the charity has sound financial management. The role leads a team (including several external suppliers) covering functions such as Finance, Fundraising, HR, Legal and Compliance, Data Protection, Office Management and IT. Reporting to the Chief Executive, the Operations and Finance Director plays a critical role in ensuring the College's sustainability and success. This is a senior role on the Executive Leadership Team and is required to operate highly effectively with internal stakeholders.

Main Responsibilities

- Lead day to day business operations, policies, systems and processes, ensuring value for money and efficiency
- Ensure the College has the appropriate financial information and controls to make the best use of our resources and oversee budget reporting, tracking and forecasting as well as leading on the annual and multi-year budget process
- Be the Executive Leadership Team representative for the Finance and Risk Committee and ensure they have the reports and data needed to make informed decisions for the College
- Ensure all financial processes and controls operate effectively and efficiently (including budgeting, forecasting, internal and external financial reporting, cash flow management, payroll and pensions)
- Act as the College's Senior Information Risk Owner (SIRO), ensure compliance to GDPR, and lead the internal risk management strategy and process
- Oversee and manage the organisational risk register, and ensure that informed decisions are taken around risk
- Oversee the fundraising function and ensure that new business opportunities have robust commercial models
- Manage the Finance, HR, IT, Legal and Compliance, Data Protection and Office Management functions, including working effectively in partnership with external suppliers
- Ensure adherence to all regulatory and reporting requirements (including related to Companies House, HMRC, the Charity Commission, and the ICO)
- Provide leadership and development of individuals within the team, including setting clear objectives, responsibilities, performance standards and development goals and managing these accordingly – through informal coaching and feedback and formal discussions including regular one to ones and appraisals

- Attend and participate in meetings, including the monthly management and fortnightly team meetings, and other activities as required
- Attend and participate in learning activities and training to maintain and develop own knowledge and skills
- Carry out other activities as and when required in order to fulfil the purpose and requirements of the role and the wider organisational needs

Skills and Experience required

Knowledge, Qualifications and Experience:

- Significant professional experience in an organisation, including a senior leadership role and interactions with board level executives
- Experience of working with P&L and company accounts and an exceptional understanding of the drivers of company profitability and cost management
- Experience of annual budgeting and forecasting, and working with other leaders to prioritise expenditure
- An understanding of the balance between organisational commercial viability and charitable purpose
- Hold a relevant accounting qualification (ACA, ACCA, CIMA), and up-to-date with best practice in finance
- A sound working knowledge of the relevant regulatory regimes including GDPR
- Sufficient working knowledge of contract and HR law, and digital technology to act as an “intelligent customer” of outsourced advice from legal, compliance, HR, and IT experts
- Experience of working in a charity, the education sector or a membership organisation is desirable but not essential

Skills/Characteristics

- Strong autonomy and accountability
- Ability to identify and manage risks and hold accountability especially when under pressure
- Well-considered judgement and an ability to reach clear decisions for the charity, including an aptitude for clearly communicating the rationale for your decisions
- Strategic thinker and results-driven
- Highly numerate
- Exceptional financial and commercial skills
- Exceptional attention to detail
- Resilience and stamina
- Excellent influencing and negotiating skills
- Gravitas to engage and challenge senior colleagues and trustees
- Articulate, and literate – able to express complex concepts both verbally and written down
- Highly effective organisational skills, with ability to manage a very demanding and varied workload
- Calm and resilient, with ability to work well under pressure
- Strong analytical and problem-solving skills

Our organisation is an equal opportunities employer and as such makes every effort to ensure that all potential employees are treated fairly and equally, regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age or disability. We welcome applications from candidates with protected characteristics.

Application process

To apply for the role you will need to email your **CV and cover letter** to recruitment@chartered.college
Applications without **both** a CV and cover letter will not be considered.

Timetable

Closing date for applications: 08:00 Monday 22nd June 2020

First round interviews (by video conference): w/c 22nd June 2020

Second round interviews (by video conference): w/c 29th June 2020

Candidates informed of decision: by 8th July 2020

Start date: w/c 3rd August 2020 or w/c 10th August 2020 depending on the successful candidate's availability

These dates may be subject to change.

We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than expected if an excellent candidate is identified at an early stage.

Interview information

All shortlisted candidates will be contacted by either telephone or email to offer an interview and this will be confirmed by email. You will be informed of the details of the interview well in advance, as well as notice of any presentation, test or exercise you may be asked to do at the interview.

The recruitment and selection panel will include a minimum of two people, and at least one round will include the line manager of the post. For this role, the Chair of the Finance and Risk Committee is also expected to attend one round.

Applicants will be asked questions relating to the job overview, the person specification, and their application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

In preparation for the interview, please take the opportunity to read through the application pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the job.

If you have any special requirements that would allow you to participate more fully in the interview, please let us know when you are invited to interview.

Data and pre-employment checks

Your Personal Data

As part of any recruitment process, the Chartered College of Teaching collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Pre-employment checks

All conditional offers of employment are subject to:

- Two satisfactory references
- Proof of qualifications
- Eligibility to work in the UK

The Chartered College of Teaching's benefits

The Chartered College of Teaching offers several core benefits to all employees, in recognition of the dedication of our employees:

- **Pension:** The Chartered College offers a competitive 8.5% employer contribution to the NEST pension scheme.
- **Annual leave:** The Chartered College of Teaching offers a generous holiday allowance of 28 days (pro-rated for part-time staff) in addition to the normal bank and public holidays.
- **Flexible working:** Flexible working may include but is not limited to: working from home, flexible working hours (e.g. hours different to the 9am-5pm standard contract hours), compressed hours and part-time working.
- **Travel:** The Chartered College of Teaching offers an interest free loan for a season ticket.
- **Cycle to work scheme:** The Chartered College of Teaching provides a tax efficient way to purchase a bicycle.
- **Training and Development:** The Chartered College of Teaching encourages all employees to engage in professional development to support development needs.