

Job Description: Dean of Studies

Hours: Starting at 22.5 per week, annualised. Hours may be increased if the appointment resulted in a re-organisation of the finance and operations team .

Salary: £25-28K (depending on experience)

Reports to: Co-Principals

The Dean of Studies is concerned with the finances, operation and organisation of The Light College and Collective (LCC). The Dean oversees the necessary resources to deliver all the activities of LCC. The Dean would be the person who coordinates operational activities and ensures that they are evolving at the right pace and that there are sufficient resources, financial and otherwise, for the current and future delivery of the charity's vision.

1 – Leadership

- Ensure LCC has Christ-like leadership -it is a genuine occupational requirement that the Dean be a practising Christian
- Help the leadership team develop a long-term strategy for the charity;
- With other leaders, give vision, direction and leadership to the formulation and achievement of the charity's objectives and strategies including the HR structure
- Lead the operations team meetings
- Ensure that the board of trustees can review the charity's vision, mission statement, values and objectives in terms of finance and operations

2– Finance

- Maintain NEST data and ensure compliance with Auto Enrolment legislation
- Prepare budgets, including cash flow statements and the 5 year plan
- Monitor actual income / expenditure against budget
- Provide and coordinate budgets with key staff for their work
- Prepare finance reports for the trustees with clear, easily understood explanations
- Co-ordinate the Annual Report, prepare the Financial Statements and liaise with the Independent Examiner
- Arrange and chair occasional finance committee meetings, working with the designated Co-Principal and trustee who also attend those meetings
- Submit Annual Return to the Charity Commission and update charity and trustee details
- Set up and monitor expense and payroll payments, maintain payroll records and liaise with the payroll volunteer.
- Oversight of the bookkeeper who will:
 - Maintain the accounting and donations software
 - Reconcile bank accounts
 - Collect self-funded student fees and arrange payment plans
 - Claim Gift Aid
 - Co-ordinate the annual thank you letter to financial donors
 - Check expenditure and expenses claims
 - Bank cash and cheques and maintain petty cash

3 - Operations & planning

- With operational leaders, seek out and develop new strategies for ensuring sufficient future resources
- Bring finance and policy updates to the operations team

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- Coordinate and oversee the annual planning and timetabling for key events and programmes in the year (inductions, residentials, fundraisers, open days, prayer days, staff training days etc.)
- Compile the agenda for the operations meetings and track actions
- Oversight of the student recruitment process, working with the Co-Principals to meet target recruitment
- Line management of the Communications and Marketing Coordinator to ensure marketing of courses and other activities is operating well, internal and external communications are keeping stakeholders informed and fundraising activities on track.
- Governance:
 - Co-ordinate reports to the trustees
 - Send out minutes and action lists
 - Ensure that the board receives advice and information in a timely, thorough and appropriate manner. This will primarily be done through the Trustee report.
 - Ensure that the board can adequately monitor annual plans, targets and performance
 - Attend trustee meetings
- Coordination of the resources of the charity ensuring that the charity has the human, material and financial resources it needs to operate effectively including:
 - Cash flow
 - Leases
 - Insurance
 - Photocopier / IT hardware
 - Negotiating and overseeing contracts (services, electric etc.)

4 - Policy & Risk

- Coordinate Policies and Risk management
- Take appropriate steps to evaluate and protect the charity from risk including an awareness of responsibilities under the Health and Safety policy and procedures, Data Protection and the GDPR, risk assessments for new activities, risk reviews
- Disseminate policies and ensure they are implemented.
- Identify gaps in policies or procedures and ensure practical compliance, putting action plans and / or training in place where necessary.
- Legal welfare of the charity: ensuring that the LCC fulfils its constitutional, regulatory and legal obligations
- Ensuring that the LCC has the right management systems and structures to carry out its work effectively, accountably and safely, and reviewing these on an annual basis

5 - Human Resources & staffing

- Coordinate staff and volunteer recruitment
- Organise staff inductions
- Employment contracts
- Maintain HR files (right to work, HMRC checklists, further details, references, bank info)
- Line-management of relevant volunteers e.g. payroll and finance

6 - Other

- Attend and interact with staff and students on a termly residential weekend.
- Attend key meetings and prayer days.
- Be prepared to work flexibly and to monitor hours over a year rather than a week

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Person Specification:

Skill	Essential	Desirable	Determined
Experience in Higher Education		✓	Interview & application
Experience in preparing budgets, cash flows, annual report and financial statements	✓		Interview, application & references
Experience in charity accounting		✓	Interview & application
Accounting qualification		✓	Application
Team leadership	✓		Interview, application & references
Proficiency in using Excel and Word	✓		Interview & application
Policy and risk management	✓		Interview & application
HR and payroll		✓	Interview & application
Marketing and IT		✓	Interview & application
Personal attributes			Determined
Logical, organised, strategic thinker willing to express their opinions clearly but also able to accept and adapt to differing or conflicting opinions			Interview & application
Enquiring and challenging mind-set, keen to safeguard and make the best use of the LCC resources in pursuit of the vision			Interview & application
Ability to work collaboratively and flexibly with a small but committed team, occasionally under pressure			Interview & application
Self-starter requiring minimal supervision but also a team player			Interview & application

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