



Director of Finance & Estates

Job Description

Job Title:	Director of Finance & Estates
Location:	Aberdeen City Campus
Salary:	Fixed Point: £85,034 per annum
Responsible For:	Estates Manager Head of Finance Head of Health, Safety & Security Environmental & Sustainability Manager Procurement & Project Manager
Line Manager:	Vice Principal - Finance & Resources
Appraiser:	Vice Principal - Finance & Resources

Main Function

The post of Director is a pivotal leadership role responsible for driving excellence within specialist area, while also developing and implementing strategies aligned with the College's long-term vision and strategic objectives.

The Director of Finance and Estates is a key member of the College Leadership Team. Working closely with the Vice Principal - Finance & Resources, the post-holder will be responsible for the strategic, financial and operational direction of the areas within the post's remit.

Key Areas of Responsibility:

- Finance
- Estates & Facilities
- Environmental Sustainability
- Health & Safety
- Procurement & Project Management
- Management of a range of contracts including those for estates, facilities, audit and financial/insurance services

Specifically, the post holder will lead on the development and delivery of a financial strategy that sustains a strong financial base, achieves outstanding audits, supports profitable operation and underpins innovation and reinvestment.

Corporate Responsibilities

Leadership:

1. Lead with empathy and vision, empowering teams to innovate and thrive while ensuring accountability and strategic alignment.
2. Provide leadership with accountability, taking ownership of the decisions you make and fostering a culture where all College staff feel empowered to do the same.
3. Develop a strategic vision and implement a strategic plan for your area of responsibility that aligns with the College's Strategic Plan.
4. Actively participate in the corporate and strategic management of the College.
5. Inspire and guide teams, fostering a positive culture and ensuring effective collaboration.
6. Be a role model for the College's values and behaviours.
7. Provide leadership with strategic direction for complex, multi-functional areas of responsibility.
8. Make informed and timely decisions that align with the College's strategic vision.
9. Provide relevant professional advice and support to the Executive Team and the functional managers within your area of responsibility.

Shared Strategic Outcomes:

1. Deliver high quality learning and teaching where students experience engaging and successful learning, equipping students with essential skills for employment and further study.
2. Demonstrate effective use of teaching funding that supports coherent educational provision, prioritising essential areas. All funding, including student support and capital investments, is utilised as intended, fostering high-quality research and innovation.
3. Contribute to short-term financial viability while developing credible long-term plans to ensure sustainable funding for quality education and research.
4. Manage estates and digital resources effectively, support high-quality learning and teaching environments.
5. Ensure education is accessible to all students, with partnerships that support diverse learner journeys. Mental health and well-being are prioritised within a safe and supportive campus.
6. Contribute to the College's responsibility to produce confident, work-ready graduates through collaboration with employers, aligning skills with industry needs to enhance career success and societal contribution.
7. Integrate strategies for a just transition and net-zero transformation across its operations and functions.
8. Comply with equality duties, actively working to eliminate discrimination, promote equality of opportunity, and foster positive relations across diverse groups.
9. Ensure implementation of a systematic approach to workforce and succession planning via a systematic approach to staff development across all team functions.

Partnership Working:

1. Foster meaningful partnerships internally and externally, creating a culture of trust, transparency and shared success.
2. Create and sustain a collaborative culture. Define and communicate shared objectives that align with the College's strategic vision. Ensure everyone understands their role in achieving these goals.
3. Ensure transparent and open communication to build resilient relationships and encourage co-operation across the College.
4. Create and maintain strong relationships with internal and external customers and other stakeholders.
5. Promote development through mentorship and training. Set performance standards and provide feedback and evaluation on these standards.
6. Recognise achievements by celebrating individual, team and College-wide successes to boost morale and reinforce positive outcomes.
7. Participate in the College's staff appraisal scheme/performance management and professional development arrangements

Continuous Improvement:

1. Inspire transformation by listening, engaging and co-creating solutions that benefit both people and performance.
2. Successfully lead and take key responsibility for assigned Cross-College themes, transformation and change programmes,

3. Define a clear vision for transformation projects and create a strategic plan with specific objectives, timelines, and desired outcomes
4. Effectively communicate the reasons for the transformation project to all stakeholders, ensuring transparency and clarity about the process.
5. Identify and involve key stakeholders - employees, managers, students, and external partners - to gather input, address concerns, and secure buy-in for the initiative.

Achieving Success:

1. Lead the development and delivery of enhancement plans with clear targets and objectives.
2. Lead and manage key programmes and projects, ensuring successful delivery against agreed national and local targets and outcomes, and compliance with financial regulations and codes of practice.
3. Embed effective quality assurance and quality improvement in your area of responsibility; and constantly seek to identify and adopt best-practice approaches.
4. Ensure that resources are optimised and controlled effectively by the development, implementation and monitoring of robust departmental and financial planning processes.
5. Identify and maximise opportunities to increase and diversify the College's income from commercial sources and non-SFC funding.
6. Ensure, within the policies agreed by the College, a cost-efficient approach to the utilisation of resources, including finance and budgetary control, staffing levels, supplies, equipment, and premises.
7. Ensure that all statutory provisions, including (but not limited to) health and safety, safeguarding and equality and diversity, are implemented, monitored and regularly reviewed such that legal requirements are met.

Specific Responsibilities

Finance:

1. Contributing to the development of the Board's Financial Strategy and providing advice and information to the Board on issues relating to finance.
2. Developing, maintaining and monitoring the College's financial systems and financial procedures.
3. Managing the relationship of the College with internal and external auditors, funding and monitoring bodies and ensuring effective financial regulations, processes, systems and controls are in place to ensure the quality of information.
4. Ensuring compliance with all statutory financial requirements, producing timely and accurate reports, financial data to meet these requirements and to satisfy all internal and external audit purposes.
5. Leading and controlling the financial aspects of capital investment projects

Estates & Facilities:

1. Leading with a focus on quality and collaboration managing external service partnerships to deliver exceptional environments for learning and working. Ensuring contacts are not just compliant but create value and support a positive experience for students and staff.

2. Managing a range of external service contracts including those for estates, facilities, audit and financial/insurance services through establishing specifications, inviting tenders, agreeing contractual terms and monitoring contract performance.
3. Developing, implementing and monitoring the College's Estates strategy, systems, policies and procedures to support the achievement of outstanding outcomes for learners.

Environmental Sustainability:

1. Champion sustainability as a shared responsibility, ensuring compliance while inspiring innovative practices that reduce environmental impact.
2. Proactively seek funding opportunities that enable green initiatives and support a just transition to net zero.
3. Embed sustainability reporting as part of a transparent culture, reinforcing accountability and progress.

Health & Safety:

1. Lead a proactive Health & Safety culture, prioritising well-being and creating safe, supportive spaces for staff and students.
2. Developing, implementing and monitoring the College's Health & Safety Strategy.
3. Engage teams in continuous improvement, making safety a shared value rather than a checklist.
4. Maintain transparent reporting, building confidence in our commitment to care and compliance.

Procurement & Project Management:

1. To provide oversight of the College's arrangements for ensuring it complies with legislative requirements and developing good practice in relation to procurement.
2. Lead and be responsible for the delivery of major estates projects.
3. Ensure the College complies with the annual reporting requirements.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

November 2025

Person Specification

Job Title: Director - Finance & Estates:

Education and Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> · A Degree or equivalent financial accounting qualification (fully qualified accountant) (SCQF Level 9). · Membership of a CCAB member body, eg, Institute of Chartered Accountants of Scotland. · Evidence of continuous professional development. 	<ul style="list-style-type: none"> · A further qualification in a relevant professional area. · Qualification in leadership or management studies.
Experience and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> · Proven and relevant experience of strategic leadership of a finance function in a diverse organisation. · Proven experience of successful strategic leadership within an HE or FE context. · Thorough and up-to-date knowledge of public sector financial and accounting standards, rules and regulations. · Practical knowledge of accounting and audit procedures. · A good working knowledge relating to estates/facilities management. · Proven and relevant experience of developing and implementing new initiatives and projects to enhance outcomes, drive efficiencies and support a first-class student experience. · Proven experience of successful strategic planning processes across all areas of responsibility of the post. · Experience of successful contract negotiation and managing contracts/contracted-out services. · Proven experience of planning and evaluating services and achievement of successful outcomes. · Proven successful experience in leading teams/individuals to achieve objectives and improve performance. · Proven experience of managing and planning financial and physical resources. · Proven successful experience, delivery of managing change and continuous improvement leading to achieving high level impact. · Proven successful experience of managing quality in the delivery of services. · Relevant and proven successful experience of maintaining effective external engagement and partnerships. · Working knowledge of contemporary pedagogies and learning, teaching assessment strategies within the learning sector which support key drivers in government policy within HE and FE. 	<ul style="list-style-type: none"> · Experience at a senior level in further education with knowledge of College sector and environment including funding arrangements.

<ul style="list-style-type: none"> · Strong demonstrable knowledge and awareness of the value of digital transformation within business improvement. · Up to date knowledge of the Further Education sector and, in particular, policy developments which will impact upon education and training in the Scottish FE environment. · A good understanding of funding regulations and requirements relevant to curriculum delivery. · Working knowledge and awareness of Education Scotland's quality framework. · Up to date knowledge and awareness of local region and key economic factors. · Working knowledge and understanding of student support wellbeing and safeguarding. · Working knowledge and understanding of managing data analytics and insights. · Working knowledge and clear understanding of the national skills and agenda for Education Scotland. 	
Skills and Ability	
Essential	Desirable
<ul style="list-style-type: none"> · Demonstrate high-level communication and presentation skills with ability to successfully translate and communicate highly complex information to a range of audiences. · A proven ability to negotiate successfully and effectively. · Highly visible and proactive leadership and team management skills with evidence of an autonomous approach. · Ability to demonstrate management and leadership of successful cultural change. · Ability to lead and work effectively within internal and external teams. · High level project management skills. · Ability to demonstrate high level and general problem-solving. · High level ability to analytically problem-solve specifically with external data utilisation. · Highly meta cognitive and self-aware with the ability to self-reflect and lead and to support others in doing the same. · Proven high level of digital literacy. · Proven track record of successfully managing budgets. 	<ul style="list-style-type: none"> · Experience at a senior level in further education with knowledge of College sector and environment including funding arrangements.

Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> · Self-motivated and highly independent to achieve successful outcomes. · Committed to people development. · Committed to customer service and quality improvement. · Ability to relate to people. · Able to develop positive working relationships. · Driven by the College's Vision and Values, with evidence of promoting, adopting and embedding these in working life. · Ability to work highly autonomously to their own initiative to prioritise and meet deadlines. · Solution and future focused, creative and high innovative. · Passion for continuous improvement. · Confident to challenge and take the lead. · Demonstrate accuracy and good attention to detail. · Seeks out and enjoys new challenges. · Proven calm and professional approach. · Embody the College's Respect Campaign by demonstrating a respect in day-to-day work. 	
Additional Requirements	
Essential	Desirable
<ul style="list-style-type: none"> · Commitment to College values and equal opportunities. · Ability to travel between College sites on a regular basis. · Ability to work flexibly to meet the demands of the post. · Evidence of commitment to continuing professional development. 	