

DIRECTOR OF FINANCE

Department: Finance

Location: Al Wajba Campus

Contract: Permanent

Reports to: Chief Operating Officer

Responsible for: A team of 9

Working Hours: Full-time

Closing Date: 1st August 2024

JOB DESCRIPTION

Primary Objective of Role

The primary purpose of this role is to provide leadership and direction to the Finance Department and also to maintain a sophisticated financial control environment that safeguards the assets of the college. The Director of Finance ensures that the college operates within agreed fiscal policies and financial regulations whilst providing stewardship through financial reporting to the Board Resources' Committee. The Director of Finance also provides advice, interpretation and guidance on the lines of authority within the college and assists in coordinating all statutory audits and financial process reviews. Other key objectives include financial due diligence and reporting, finance covenant validation and related compliance.

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission, and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students and members of the DC community.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Always act in accordance with the school's policies and procedures, including but not limited to: the Standards of Conduct Policy; Health, Safety, Security and Environment Policy; and the Human Resources Policy Manual.



Accountability and Responsibilities

Key result areas:

- Continue to develop and maintain a financial environment that safeguards the assets of the college.
- Prepare monthly management reports each month i.e. operating statements with variance analysis, receivables and payables analysis.
- Prepare a rolling cashflow forecast each month and ensure that cashflow is managed in an efficient manner. Provide commentary to explain any actual variations to previous forecasts and expected variations to anticipated forecasts.
- Prepare the Annual Financial Budget (opex and capex).
- Review actual expenditure against budget with all budget holders, management and the Board Resources' Committee.
- Responsible for providing advice, interpretation and guidance on the fiscal policies, financial regulations and line of authorities within the school.
- Responsible for ensuring that school fees are collected on a timely basis.
- Responsible for ensuring that the colleges' tendering processes are adhered to; forecasting contractual end dates and advising the COO on renewals and/or alternatives to current providers/offerings.
- Responsible for coordinating all external audits and process reviews.
- Oversees/supervises all bank reconciliations.
- Oversees/supervises the maintenance of a fixed asset register.
- Oversees/supervises the review of all payroll payments processed by external consultant as instructed by HR Department.
- Reviews all audit reports and process gaps with the COO and Board Resources' Committee. Responsible for implementing recommendations identified through audits or process reviews.
- Financial modelling, scenario analysis, cash flow forecast, assumptions validation.
- Support financing activity with external financial institutions.
- Responsible for continuous improvement initiatives.
- Provide leadership and professional guidance to staff in the section, including the planning, coordinating and organising of the section's workload.
- Work on urgent and ad-hoc special projects as required by the COO.

Operating environment, framework and boundaries:

- The Director of Finance operates in a reasonably structured environment where guidelines are clear but where the business complexity, controls and procedures are continually developing. The Director of Finance provides advice and guidance in a complex, dynamic and multicultural environment, they are able to lead and communicate a multi-disciplined team, and possess the ability to multi-task and work to demanding schedules.

Communications and working relationships:

- The Director of Finance has daily communication with the COO and supports other department heads (academic and business support) discussing financial and college issues, and attends regular meetings and presents to the Board Resources' Committee as well as attending meetings with external statutory and participant auditors amongst others.



Problem solving / complexity:

- The Director of Finance analyses and interprets the financial requirements of complex contractual arrangements under current International Accounting Standards, GAAP and legal agreements. They need to possess the ability to develop control procedures that identify and mitigate potential risks and weaknesses.

Decision making authority and responsibility:

- The Director of Finance determines, develops and implements their own working methods, goals and objectives and provides direct reports with guidance, leadership and advice in determining functional objectives and work patterns. The Director of Finance has a degree of flexibility to facilitate efficient decision making and takes the lead in the evaluation and selection of departmental staff hiring as a safer recruitment trained member of key staff.

Working Hours

Typical working hours would be 7.00am until 2.30pm, however the post holder will be expected to work flexible hours as may be necessary to enable the effective discharge of their professional duties and to meet the needs of the organisation. Specifically, this would include attendance at events and meetings out of hours. That said, it is important to highlight that the tempo is significantly reduced, as are the hours, out of term-time.

All staff may be required to attend work at DC during weekends or holiday periods throughout the year for purposes of training or other similar activity.

This role shall be entitled to holiday allocation aligned with support functions at Doha College.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.



PERSON SPECIFICATION

Key Requirements

E-Essential, D-Desirable

Qualifications

- Undergraduate degree in a related subject (E)
- A relevant Finance qualification such as a CPA or equivalent (E)
- Membership of a recognised professional accountancy body (e.g. ACA, CA, ACCA, CPA) (E).

Experience

- 5 to 10 years financial experience across all areas of financial controls and reporting (E)
- Audit experience (E)
- Exposure to statutory reporting, internal control and compliance (E)
- Highly computer literate (Microsoft Office and Google Suite) with advanced Excel skills and knowledge of ERP systems (E)
- Excellent verbal and written English communication skills (E)
- Very good presentational skills (E)
- Experience working in an educational setting, schools preferred (D)
- Track record of leadership in a multicultural environment (D)

Skills, Knowledge, and Abilities

- Fluency in English, both in writing and verbally (E)
- Excellent organisational skills with a keen eye for detail (E)
- Excellent communication skills, both in writing and verbally (E)
- Comprehensive working knowledge of Google packages such as Forms, Sheets and Docs (E)
- Adaptability to changing priorities and time constraints (E)

Personal Behaviours (E)

- Resilient and positive; willing to go the extra mile in the bustling life of a school
- Ability to identify problems and bring creative solutions
- An outstanding communicator who is dynamic and innovative
- Flexible and adaptable, with energy, stamina and enthusiasm
- Be loyal and discreet
- Sensitive, caring and responsive to the needs of young people
- Empathetic, with excellent listening skills
- Kind and inclusive
- Strives for the highest standards at all times

Ethos and School Values (E)

- Committed to operating as an integral part of the school community
- Committed to Doha College's Values, our Vision and Mission
- Possess the desire to get involved in all significant aspects of Doha College school life
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure
- A thirst for knowledge, to develop and improve your subject expertise and teaching skills

