



<b>Job Title:</b> Chief Operating Officer (COO)	<b>Department:</b> Senior Leadership
<b>Hours:</b> 40 hours per week (1.0 FTE)	<b>Salary:</b> £60,000.00 to £75,000.00
<b>Location:</b> North or South	<b>Accountable to:</b> Principal & Artistic Director <b>Direct Reports:</b> Estates & Resources Manager, Finance Officers, and HR Manager
<b>Job Summary</b>	
<p>ALRA are seeking a COO who will make a significant contribution to the strategic direction and decision making across the full range of institutional activity, working with the Senior Leadership Team to develop the ten-year strategic plan.</p> <p>This is not a figurehead role, but it is someone who will secure the business function of the organisation, understand Higher Education (HE) compliance, and most importantly will hold the financial direction of the Academy at the core of their remit.</p> <p>The COO forms the beating heart of ALRA and will oversee the strategic management of Estates and the Operational life of the campuses by developing and implementing effective cultures of communication.</p> <p>The COO will support the Principal &amp; Artistic Director in the leadership and management of ALRA and will deputise for them as required.</p>	
<b>Specific Duties and Responsibilities</b>	
<p>The Chief Operating Officer is responsible for the Strategic Leadership of ALRA's non-academic operation and support services, including financial sustainability, people, health and safety, governance, legal, IT and estates.</p> <ol style="list-style-type: none"><li>1. Working with the Principal &amp; Artistic Director and senior colleagues to develop and deliver the Corporate Strategy and Governance. Exercising overall responsibility for the achievement of specific strategic priorities and associated actions as directed by the Principal &amp; Artistic Director, including projects undertaken with business partners.</li><li>2. Ensure the provision of high quality and innovative support services that respond to the challenging demands, needs and aspirations of staff and students and are consistent with the overall strategy and mission.</li><li>3. Provide leadership and strategic direction for the finance function. Design and implement the financial business strategy ensuring there is a robust and sustainable financial plan.</li></ol>	

(Continued)

4. Responsible for the financial control and accounting elements of the finance function, ensuring the company has timely, reliable, and accurate information and reporting. This includes managing and coordinating monthly reporting, budgeting and reforecast processes, together with monitoring and forecasting cash flow.
5. Ensure that statutory compliance and accountability requirements are achieved in relation to OfS, other funders, and external audit.
6. To oversee the strategic management of estates and resources, including IT, across the Academy's two campuses.
7. Ensure compliance with health and safety legislation and the Academy's policy and practice.
8. Ensure that all activities within scope of this post are managed so that all resources (human, financial and material) are used effectively and that financial targets are met or improved upon.
9. Take overall responsibility for building a team of strong, confident and capable departmental leaders within the areas of accountability.
10. Enforce adherence to legal guidelines and in-house policies to maintain the Academy's legality and business ethics.
11. Work proactively to ensure a culture of openness, shared responsibility, and collaboration.

## Candidate Profile

### Essential:

- Educated to degree level with a professional qualification (CCAB or equivalent) in Finance
- Established experience in a senior management role making a significant contribution to strategy and corporate governance and direction within an education environment, and a comprehensive understanding of current and future developments in the HE sector and the key drivers behind them
- Evidence of strong people management skills, including setting clear objectives, delegating and performance monitoring
- First-class reasoning ability, prepared to challenge conventional wisdom and lead change
- A decision maker who will establish and lead corporate and operational governance and performance across the Academy
- Ability to drive a culture of commitment, innovation and engagement
- Able to interrogate Xero accounting software, prepare monthly reporting / budgeting, review and reconcile balances, plus ability to process and post invoices
- Personal commitment to diversity and equality
- Experience of income generation from funding raising through to commercial