

Job Description

Senior Executive Officer

Responsibilities:

- To be responsible for the provision of a cost effective, efficient and responsive administration.
- To ensure that good HR practices are in place throughout the College
- To ensure the College achieves a balanced budget and to maintain a strategic view of the College finances.
- To support the Board of Governors by undertaking the role of Company Secretary.
- To improve, implement and supervise student financial processes
- To deal with any matters affecting or relating to the legal position, duties or liabilities of the College

Accountable to: Direct line accountability to The Principal,
Dotted line accountability to the Board of Governors through Treasurer

Line Manager for: Subject to the developing needs of the organisation

Liaison: Outsourced IT and Finance functions
Manor House Trust
Progressive Movements

• Administration and Human Resources

- Regular reviews of the College's systems to ensure efficiency and cost-effectiveness
- To lead and manage contracts, commissioned goods and services
- Convene and chair regular meetings of the administrative team to ensure good team working and regular communications.
- Ensure all staff have current job descriptions, clear annual objectives agreed, regular performance reviews, annual appraisals and training plans.
- To deal with and give professional advice on HR issues including recruitment, performance management, disciplinary matters, BreatheHR database, contracts
- Maintain, regularly update and publicise the LBC staff handbook to ensure that it reflects current legislation and practice.
- To liaise closely with the Estate Manager for Manor House Trust on any building projects/maintenance, to attend site and incident committee meetings and to ensure College charges from MHT are kept as low as possible

- To ensure that all premises occupied for College purposes are well maintained, safe and secure and kept in good condition; this role has lead responsibility for Health and Safety
 - To provide appropriate information to relevant organisations, including compiling data for the Higher Education Statistics Agency (HESA)
 - To liaise and deal with legal and insurance issues for LBC
 - To carry out student and employee DBS checks
 - To ensure that the College is compliant with GDPR regulations in respect of student, employee, trustee data; and data protection legislation is understood by staff. This role is the named Data Controller
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- **Finances and Governance**
 - To work closely with the Principal and the commissioned financial services to review management accounts and prepare the annual budget
 - To ensure accurate and timely payroll information is provided to the outsourced finance department.
 - To attend meetings of the Finance Committee
 - To work with the Senior Management Team to develop a strategic financial strategy
 - To prepare the content of the Annual Trustees Report
 - To manage the American Friends account and related tax and administrative issues
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- **Company Secretarial Role**
 - To set up the AGM including preparation of the calling letter, minute-taking and all logistics relating to the AGM
 - To provide minute taking at Board meetings
 - To administer the letting of investment property including the collection of rents and related bills
 - To ensure all information required by the Charity Commission and Companies House is provided accurately and in a timely fashion.
 - To prepare a risk profile of the College, manage the risk register and present an annual risk report to the Finance Committee and to the Board of Governors.
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- **Student Finance**
 - To improve and propose alternatives to the current bursary system in discussion with the Progressive movements
 - To ensure that the finance system complies with all tax and other legislation, particularly for overseas students
 - To work with the Dean and his team to propose and implement better terms and conditions for student work in communities
 - Liaise with sponsoring institutions regarding payments and transfers made
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- **Other**
 - Carry out other tasks in support of LBC as and when requested by the Principal and/or the Board of Governors.