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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Head of Finance Transformation</b>                                                                                                                                                                          |
| Line Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Chief Operating Officer                                                                                                                                                                                        |
| Salary Range                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Dependent on experience                                                                                                                                                                                        |
| Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 40 per week. Mon-Fri, 8.30-5.30. Year-round contract                                                                                                                                                           |
| Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Repton. With occasional travel to Repton Prep.                                                                                                                                                                 |
| Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Occupational Pension Scheme<br>Complimentary Sports Centre membership (including family)<br>Holiday allowance 5 weeks plus bank holidays plus Christmas closedown                                              |
| <b>Role Overview</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                |
| <p>This is an exciting opportunity to lead finance transformation across the Repton Group during a period of growth, integration and continuous improvement.</p> <p>Reporting to the COO, the Head of Finance Transformation will be responsible for identifying, developing and delivering a programme of strategic finance projects that support the Group's operational, educational and financial objectives. Acting as the lead for finance change and continuous improvement, the postholder will work closely with the Head of Operational Finance and other senior stakeholders to ensure that systems, processes, controls and reporting capabilities are fit for purpose, scalable and aligned across the Group.</p> <p>The role will lead finance-related projects from concept through to implementation, including acquisitions, mergers, system implementations, process redesign, automation initiatives and organisational change. The successful candidate will ensure that new schools are successfully integrated into Group systems and processes, whilst also driving improvements across existing operations.</p> <p>The postholder will combine strong finance knowledge with excellent project management and stakeholder engagement skills and will have a proven track record of delivering complex change programmes and measurable business improvements.</p> <p>The role is primarily based at Repton; however, occasional travel to other UK schools within the Repton Group will be required.</p> |                                                                                                                                                                                                                |
| <b>Key Role Outcomes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Key Performance Measures</b>                                                                                                                                                                                |
| <b>Finance Transformation Programme</b><br>Develop and maintain a rolling finance transformation roadmap that supports the Group's strategic objectives and future growth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Delivery of agreed transformation projects to scope, budget and timeline.<br>Realisation of agreed efficiencies and business benefits.<br>Successful implementation and adoption of new systems and processes. |
| <b>Systems and Technology</b><br>Ensure finance systems are effectively utilised, integrated and continuously improved to support operational efficiency and management information requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Successful system implementations and upgrades.<br>Reduction in manual processes and system workarounds.                                                                                                       |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Improved quality and accessibility of management information.<br>Increased automation and operational efficiency.                                                                                                  |
| <b>Process Improvement and Controls</b><br>Design and implement efficient, standardised and scalable finance processes supported by robust controls and governance frameworks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Documented and embedded finance processes.<br>Strengthened financial control environment.<br>Reduced process inefficiencies and operational risks.<br>Improved audit outcomes and compliance.                      |
| <b>School Integration and Acquisitions</b><br>Lead all finance integration activities relating to mergers, acquisitions and new schools joining the Group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Successful migration to Group systems and processes.<br>Timely integration into Group reporting and controls frameworks.<br>Effective delivery of acquisition and consolidation projects.                          |
| <b>Reporting and Decision Support</b><br>Improve the quality, consistency and accessibility of financial and operational management information across the Group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Delivery of enhanced reporting and dashboard solutions.<br>Improved insight for senior leaders and Governors.<br>Greater consistency of reporting across Group schools.                                            |
| <b>Collaboration and Change Management</b><br>Work closely with the Head of Operational Finance and finance teams across the Group to ensure that change is effectively implemented and embedded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Positive stakeholder engagement and feedback.<br>Successful adoption of new processes and systems.<br>Delivery of sustainable and measurable improvements.<br>Effective sharing of best practice across the Group. |
| <b>Role Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                    |
| <b>Finance Transformation Strategy</b> <ul style="list-style-type: none"> <li>• Develop and maintain a Finance Transformation Strategy and roadmap aligned to the Group's strategic objectives.</li> <li>• Identify, evaluate and prioritise transformation opportunities that deliver measurable operational, financial and organisational benefits.</li> <li>• Develop business cases, project plans and benefit realisation measures for key initiatives.</li> <li>• Monitor project progress and report on delivery, risks, dependencies and outcomes to the COO and senior leadership.</li> <li>• Ensure transformation projects remain aligned with the needs and priorities of the finance function and wider Group.</li> </ul> <b>Systems Development and Integration</b> |                                                                                                                                                                                                                    |

- Lead the implementation, optimisation and development of finance systems and associated technologies.
- Identify opportunities to improve efficiency through automation, digitisation and better use of technology.
- Oversee system migrations, integrations and upgrades.
- Work with software providers and stakeholders to ensure systems support operational and reporting requirements.
- Promote the use of data analytics, dashboards and management information tools to improve decision-making.

#### **Process Improvement**

- Review existing finance processes and identify opportunities for improvement, simplification and standardisation.
- Design and implement scalable finance processes capable of supporting future growth.
- Develop and maintain documented procedures, process maps and operating standards.
- Support the continuous improvement of budgeting, forecasting, reporting, billing, purchasing and other finance processes.
- Lead initiatives to improve efficiency, service levels and data quality across the finance function.

#### **Financial Control and Governance**

- Support the development and implementation of an effective financial controls framework across the Group.
- Lead projects that strengthen governance, compliance and risk management processes.
- Support the development, implementation and periodic review of finance policies and procedures.
- Ensure new systems and processes incorporate appropriate controls and governance requirements.

#### **School Integration and Growth**

- Lead finance integration activities relating to mergers, acquisitions and new schools joining the Group.
- Manage the migration of schools onto Group finance systems and processes.
- Support the implementation of Group reporting, controls and governance requirements.
- Coordinate finance workstreams associated with school integrations and organisational change.
- Assist with financial due diligence and integration planning for future growth opportunities where required.

#### **Collaboration and Stakeholder Management**

- Work in partnership with the Head of Operational Finance to ensure transformation initiatives align with operational priorities and business needs.
- Collaborate with finance teams across the Group to identify opportunities for improvement, standardisation and efficiency.
- Build strong relationships with school leadership teams, operational departments and external suppliers.
- Engage stakeholders throughout project lifecycles to ensure successful implementation and adoption of change.
- Promote innovation, continuous improvement and the sharing of best practice across the Group's finance function.

**Other duties**

- The postholder will be required to undertake such other duties and responsibilities as may reasonably be required by the Chief Operating Officer and which are consistent with the purpose of the role. As the Group continues to evolve and grow, the scope and responsibilities of the post may change to meet operational, strategic and business needs.

**Person Specification****Experience**Essential

- Qualified accountant (ACA, ACCA, CIMA or equivalent).
- Experience of leading finance projects, systems implementations, process improvements or organisational change initiatives.
- Experience of reviewing and improving finance processes, controls and reporting.
- Experience of delivering projects from planning through to implementation and successful adoption.
- Experience of working collaboratively with finance and operational colleagues to deliver change and continuous improvement.
- Strong understanding of finance systems, financial controls and management reporting.
- Experience of managing multiple priorities and delivering work to agreed deadlines.

Desirable

- Experience within the education, independent school, charity or not-for-profit sectors.
- Experience of school integrations, acquisitions, mergers or organisational change programmes.
- Experience of implementing finance systems, reporting tools or business intelligence solutions.
- Relevant project management or change management qualification.

**Knowledge and Skills**

- Strong understanding of finance processes, financial controls and reporting requirements.
- Excellent project management and organisational skills, with the ability to coordinate multiple workstreams and stakeholders.
- Strong analytical and problem-solving skills, with the ability to identify opportunities for improvement and develop practical solutions.
- Excellent communication and interpersonal skills, with the ability to build effective working relationships across the Group.
- Ability to influence and support colleagues through change and embed new ways of working.
- Strong IT skills, including Microsoft Excel and experience of working with finance systems.

**Personal Style**

- A proactive approach and a professional and positive attitude
- You will have a service and customer-oriented mindset and be resilient and composed under tight deadlines in a fast-paced changing environment
- You will be honest and open, but also highly trustworthy and able to deal with sensitive or privileged information with absolute confidentiality and discretion
- You will have excellent communication skills, the confidence and ability to work with senior managers and be a team player

- You will be collaborative in your approach, building strong and effective relationships with colleagues and stakeholders across the Group.

### **Additional Information**

#### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

#### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

#### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

#### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>