REPTON

HEAD OF FINANCE



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Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

In the March 2020 Inspection, Repton was deemed to be 'Excellent' in both Achievement and Personal Development, confirming our commitment to an ambitious and holistic education. Reptonians are taught in enviably equipped classrooms which are linked through cutting-edge technology and creative teaching and learning. Repton prides itself on individual achievement born of the community confidence of the boarding house system.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi (2), China, Malaysia and Cairo with plans to open a further four over the next few years.

This is an exciting opportunity to lead all financial operations within this historic and world leading Schools Group.

We are seeking a commercially minded finance professional, capable of ensuring the Repton Group's finances and financial systems can successfully support its educational and charitable ambitions.

The successful candidate will be a qualified accountant and an accomplished strategic business planner, as well as someone who thrives on ensuring a successful and efficient School finance function.

I hope very much that you will read this document with interest, and I encourage you to apply.

Sarah Greig

Chief Operating Officer



An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and The Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has more than one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).



Role Overview

Reporting into the COO, this key role will oversee all of the Repton School and wider entity (Repton and Repton Prep, Repton Enterprises Ltd, Repton Family of Schools Ltd, Repton Foundation, Repton School Trust) financial processes, including: management reporting, payroll, accounts payable, billing and credit control, cash management and treasury for the Repton Group.

The postholder will have excellent communication skills and proven experience in managing a high-performing finance team, and the intellectual ability and sensitivity to command the respect of colleagues, parents, governors and external stakeholders. They will take a hands-on approach and be able to produce high quality financial reports for Trustees and Governors.

They will be responsible for motivating a finance team of six and for ensuring the optimum performance of the department, including changing and developing existing practice as necessary. They will be a strong manager and inspirational leader.

This role is based at the Senior school with occasional travel to Repton Prep as required. The usual working hours are 40 hours per week, Monday to Friday, 8.30am to 5.30pm, with an hour for lunch, however noting the demands of this senior management role, which will involve autonomous decision making and robust deadlines, you will at times be expected to work the pattern of hours necessary to fulfil the role.

Key Areas of Responsibility

Management Accounting

- Production of accurate and timely internal reporting, monthly reports, monthly management accounts including commentary ensuring compliance with legal and charitable entity requirements
- Work with budget holders to ensure understanding of reports, identifying variances to budget
- Efficient and effective management of VAT liabilities
- Lead the annual audit process

Financial Processes and Controls

- Ensure that appropriate cost approval and expense and procurement policies and processes are being followed
- Ensure the School's billing processes are robust and accurate, including bursaries and scholarships, liaising with both internal (incl Admissions, Houseparents) and external (incl parents and trustees) stakeholders as required
- Ensure the payroll function is being run robustly, in accordance with legislation (specifically HMRC) with minimal anomalies encountered each month
- Manage the day to day relationship with auditors, the School's banks and other external stakeholders
- Ensure that Companies House and Charities Commission financial filings are accurate and up to date for all entities
- Manage the annual budget process, providing analysis and commentary for the Executive management and Governors
- Ensure that all financial data and processes are compliant with relevant data protection, confidentiality and IT security policies
- Continual review and improvement of procedures and financial controls, ensuring that they are robust, efficient and scalable

Key Areas of Responsibility continued

Line Management of the Finance Team

- Support team with advice, guidance and direction
- Ensure objectives and timetables are established, measured and feedback provided.
- Establish & document operating procedures.

Financial Strategic Planning

- Manage annual budgeting processes.
- Organise relevant planning/forecast meetings and coordinate the inputs
- Review results in line with goals and identify challenges
- Produce departmental and functional reporting, with meaningful variance analysis
- Support COO and CEO in making effective financial decisions
- Perform termly reviews with relevant department heads to manage budgets effectively

Commercial Contribution

- Engage effectively with all internal and external stakeholders, listening to their views and working with them to solve problems and to improve service
- Demonstrate cross-team working - willing and able to support peers and colleagues across the Operational and Academic communities.

Other

- Continuously review and improve all processes and working practices to ensure efficiency and effectiveness
- Amend any relevant financial processes in line with any changes to legislation, reporting requirements etc

Person Specification

Experience

Essential

- Experience in working in a similar role. This includes :-
    - School sector experience – state sector or independent
    - producing management accounts
    - managing month-end processes
- Sound understanding of UK accounting and financial practice, and the UK regulatory environment
- Experience in using and managing a range of financial management software – breadth and depth
- Line Management experience
- Experience in managing a range of internal and external stakeholders

Desirable

- Experience of working within an independent school boarding environment
- Sector experience in charity and preparing charity accounts
- Relevant voluntary experience e.g. school governor, finance experience in a charitable setting

Skills

- Must be qualified accountant
- Highly IT literate – Minimum Intermediate Excel (pivot tables, sum ifs etc)
- Financial Accounting knowledge
- Highly organised and methodical, with a proven track record of delivering high quality work to expectations, and on time
- Strong and effective communicator verbally and in writing, able to engage with a broad range of internal and external stakeholders

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

Working at Repton

The School is committed to employing and rewarding staff who share its ambition, its aims and its values. This will be reflected in an attractive remuneration package as well as the investments in both staff and facilities.

Benefits include:

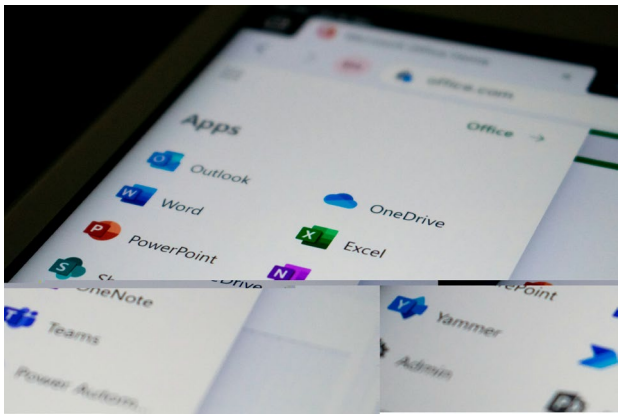
- Sports Centre Membership
- Employer Pension Scheme
- Salary up to £70,000 per annum, dependent on experience.

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12th century Augustinian Priory, and following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics Block.

Many of the sports facilities are either new or recently refurbished and include:

- Eleven Grass Football Pitches
- Strength and Conditioning Performance Gym
- Fitness Suite
- Team room for video analysis and team briefings
- Two Sports Halls
- Two 25m 6 lane swimming pools
- Indoor and outdoor cricket, netball, tennis and hockey facilities
- Fives Courts







Information for Candidates

Applications, which include the names and addresses of two professional referees, should be submitted by 30 September, with interviews expected to take place the following week. To apply, please follow the attached link:

Applicants will be contacted for an interview if they have been successful in the short-listing process.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your applications as early as possible.

In accordance with the Children Act, any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidate's suitability to work in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

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.







REPTON

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