Job Title	**Head of Finance**
Line Manager	Chief Operating Officer
Salary Range	c. £70,000, 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 Complimentary Sports Centre membership (including family) Holiday allowance 5 weeks plus bank holidays plus Christmas closedown

Role Overview

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

The successful candidate will be 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.

They 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.

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.

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.

They will take a hands-on approach and be able to produce high quality financial reports for Trustees and Governors.

Key Role Outcomes	**Key Performance Measures**
Management Information is completed accurately, on time and is meaningful to the relevant audiences. This includes Management accounts, statutory accounts, budgets, forecasts and Governor information reports	Accurate and timely submission of relevant information, including production of accounts and Board papers.
Financial Processes and Controls. Efficient and effective external and Internal financial processes and controls are in place and operational. Processes should continuously be	Regular formal and informal reviews carried out.

assessed, and improvement implemented as required. All policies and processes are compliant with tax and accounting regulations.	
Cash and Treasury. Cash-flow is managed effectively. All employees and suppliers are paid accurately and on time. Fees are appropriately billed and payment ensured.	Employees paid accurately and on time Suppliers paid accurately and on time Fees billed and funds recovered
Line Management. Support staff learning and development and conduct regular 1:1s and appraisals.	Agreed objectives which support the schools vision and values. A happy, motivated, and high performing finance team
Financial Strategy Planning. Assess the financial needs and the sources of support required to meet school objectives and strategy, including leading the annual budget process.	Annual budgets signed off Longer terms plans, including sensitivity analysis, prepared
Cross team working. Work with other departments to better understand the cost and income base and deliver to the budget. Provide support to non-finance budget holders with regular reporting and catch ups.	Positive feedback from the wider staff body

Role Responsibilities

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

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.

<u>Other</u>

- 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

<u>Essential</u>

- 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 eg 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

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