



VACANCY INFORMATION
Head of Finance





INTRODUCTION

Thank you for your interest in the post of Head of Finance. In this booklet you will find details about the job, salary and terms and benefits that apply to this role.

As a member of the support staff you will be part of a large and friendly community of professionals who support our students' education and experience. In this role you will lead our Finance Team which is located on site at the RGS. You will work closely with all members of the team as well as the Bursar.

The RGS comprises an independent senior and preparatory (prep) boys' day school based in central Guildford. The RGS senior school has around 975 pupils aged 11-18 and the prep school has 340 pupils aged 3-11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff. The RGS employs a wide range of functions including Finance, Human Resources, Estates and Grounds who provide full support across all sites.

This is a permanent, full-time role which we are looking to be taken up as soon as possible. The salary for this role will be circa £70k per annum dependent upon skills and experience.

I look forward to receiving your application in due course.

HEADMASTER



SCHOOL VALUES

The RGS is a kind, inclusive, tolerant community where diverse opportunity, personal development, high achievement and collaborative partnership define who we are, and where our values underpin all we do.

Inclusivity

We remain loyal to our founding principles to educate bright local students, irrespective of background or financial circumstances, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our students in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

Scholarship

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the students' minds and inculcate a lifelong love of learning.

Integrity

We promote the development of self-discipline and responsibility, spirituality and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

Respect

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

Courage

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all students, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

Collaboration

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.



DEPARTMENT DETAILS (FINANCE)

The School has approximately 1,300 pupils, over 250 staff and generates an income in the region of £25m per annum. The Finance team has a wider remit than just the School in Guildford. It also manages the accounts for

- the Foundation, an associated fundraising and alumni relations charity,
- the group companies which provide intellectual property and educational support to our international partner schools (currently Qatar, Dubai and China) and
- an enterprises company for lettings of our Guildford facilities.

We are an established team of seven in the Finance department and are a mixture of accountants, part-qualified accountants and qualified by experience. In the past year we have embarked on a programme of review and renewal of our financial systems, processes and reporting and have already made significant progress on what will be a continuing project.

This role will report to the Bursar who, in turn, reports to the Chief Operating Officer, Headmaster and Governors.



JOB DESCRIPTION

Reports to: The Bursar

Overview

To provide overall leadership and direction for the Finance Team, which provides a financial service across all of the entities which comprise 1509 Group.

Main Duties and Responsibilities

- To be responsible for the overall management of the Finance Team.
- To have overall responsibility (supported by a team and the Bursar) for the financial transactions and accountancy matters, including audit systems of the Group and its individual entities. An illustrative but not exhaustive list includes;
 - Advising on general financial policy
 - Ensuring proper books of account including income and expenditure and balance sheets are maintained.
 - Managing audit processes as necessary.
 - Analysis of costs and preparation of KPIs.
 - Preparation of pupils' bills and collection of all fees and extras, ensuring bad debts are pursued.
 - Responsibilities for salaries, including PAYE, pension and NI contributions ensuring compliance with regulations.
 - The provision and control of financial assistance to parents including direct interaction with parents where necessary.
 - The establishment of cost-effective purchasing procedures and controls for supplies and services.
 - Benchmarking the Foundation's financial performance against those of other schools/foundations.
 - Correct calculation and management of VAT across the group and the most effective management of other related taxes.

The role entails management of the team in delivering the above and also requires hands on involvement in all aspects of the work of the department.

- To ensure effective systems and structures for budgets and accounts are in place for all aspects of the organisation.
- To be responsible for the management of cash resources of the organisation to ensure the smooth operation of the business and that agreed capital expenditure is funded.
- To take the lead on business partnering and consideration of the financial implications of any new initiatives throughout the 1509 group.
- To oversee the development of all financial policies and their effective implementation.
- To ensure effective financial governance and financial risk management.
- To ensure co-ordination and integration of Finance and other key information systems.



- The production of statutory accounts including the relevant filings with Companies House and The Charities Commission as appropriate.
- Liaising with relevant external advisors such as bankers, auditors, insurers, lawyers and others.
- The production and presentation of specific financial information as required by the Bursar, Chief Operating Officer (COO), Headmaster and Governors.
- In liaison with the Bursar devising and implementing the financial aspects of the strategic plans of the overall organisation.
- Carrying out any other reasonable task as requested by the Bursar, COO or Headmaster.
- Attending and presenting financial information at Governor and other school meetings.

**Knowledge, Skills and Experience**

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Fully Qualified Accountant (eg ACA/ACCA/CIMA)	Y	
EXPERIENCE		
Experience of leading a Finance Team	Y	
Experience of the charity sector/accounting issues		Y
Experience of reporting to senior colleagues and presenting proposals	Y	
Experience of giving presentations to colleagues on a range of financial matters		Y
Experience of adapting and changing processes and policies as required.	Y	
Previous experience of working in a school		Y
Membership of a professional accountancy body	Y	
KNOWLEDGE AND SKILLS		
Excellent IT skills – specifically in excel. Proficiency in MS Office applications and confidence when using digital skills and other applications	Y	
Numerate and able to work confidently with figures and produce and explain calculations	Y	
Excellent written and verbal communication skills	Y	
Knowledge of accounting and administration systems	Y	
Able to prioritise short, medium and long term plans to ensure objectives are met	Y	



PERSONAL COMPETENCIES AND QUALITIES		
Ability to manage a team and achieve stated outcomes	Y	
Outstanding organisational and prioritisation skills	Y	
A proactive and collaborative worker with a strong team ethos and an ability and drive to problem solve and find solutions	Y	
Excellent communication skills (written and verbal) with the ability to communicate financial concepts and processes to non-finance audiences in a clear and easy to understand manner.	Y	
Excellent interpersonal skills and an ability to build positive, supportive and collaborative relationships with colleagues and stakeholders across the organisation	Y	
A flexible, pragmatic and results focused approach to work combined with a keen eye for detail and always meeting significant deadlines	Y	
A positive, flexible and energetic approach to change, improvement and problem solving	Y	
High levels of tact and diplomacy combined with absolute integrity	Y	
Enthusiasm, tenacity and resilience with the ability to work under pressure, while maintaining a sense of humour	Y	
Commitment to CPD	Y	
Ability to maintain a high level of confidentiality and discretion	Y	
Ability to develop and build on the skills of team members	Y	

Job requirement

The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.

**WORKING FOR THE RGS**

Hours of Work	Full time – hours worked will be appropriate to achieving the role’s tasks, which will not normally be less than 40 hours per week (inc. breaks).
Remuneration	Circa £70K dependent on experience
Working arrangements	Full time
Annual Leave	28 days leave plus bank holidays to be taken during school holidays.
Private Healthcare Scheme	Private medical cover is available for all staff. This is paid for by the School, but is a taxable benefit so there is an indirect cost to the individual
Pension Schemes for all staff	All support staff are automatically enrolled into the company pension scheme. The level of contribution by the individual is 5% the School will contribute 10%.
Commuting loan	Interest-free loans are available for rail season ticket holders.
Charitable Payroll Giving Scheme	The scheme enables employees to donate regularly from their gross pay to charities of their choice
Dining	A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the staff dining room during term time.
Free use of school gym	The school gym is available for staff to use at specific times.
Parking	Free car parking for all staff provided in the heart of Guildford.

If you would like to know more about the RGS please visit our website www.rgsg.co.uk.

If you have any questions, please contact the HR Department on 01483 887165 (email recruitment@rgsg.co.uk). The HR department is open from 8.30am to 4.30pm, Monday to Friday.

Initial interviews will be online. Please note: applications will be considered on receipt and we reserve the right to close applications early.

EQUAL OPPORTUNITIES



The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

SAFEGUARDING THE WELFARE OF CHILDREN

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the School's detailed Policy on Safeguarding as part of their professional responsibilities.

RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to the RGS and RGS Prep. to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

APPLICATIONS

The necessary forms may be found on the School website along with the Safeguarding Policy. The School's website is www.rgsg.co.uk