

Head of Finance



BACKGROUND

Woldingham is one of the UK's leading day and boarding schools for girls aged 11 to 18. Set in 700 acres of beautiful Surrey countryside, the School's vision is to provide an outstanding education that empowers women to change the world.

As one of the oldest girls' schools in the country, Woldingham is a proud pioneer of Catholic women's education, with a single-sex environment that is supportive and stimulating.

There are over 600 students currently enrolled in the School.

Most girls join the School aged 11, with an intake of 70 in Year 7 and around 25 in Year 9.

Woldingham is an increasingly popular choice.

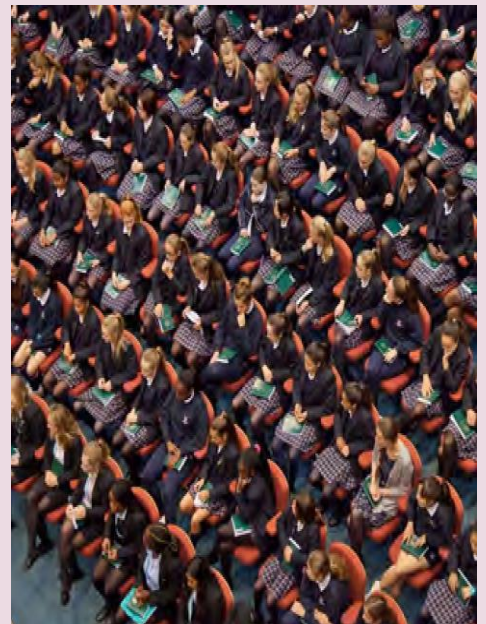
Academic results at Woldingham are strong and the A Levels and GCSEs achieved by girls this year were no exception. Woldingham's value-added data puts it in the top 10% of all schools. On leaving Woldingham, Sixth Form students typically go to top UK and international universities, including Oxbridge, Durham, Edinburgh and St Andrews.

Academic and personal growth are two sides of the same coin at Woldingham. The School aims to nurture confident, happy and successful young women, who are well-equipped to make a positive difference to the world and to instill a lifelong love of learning.

Around 50% of students board – full or flexi. UK day students come from London, Surrey, Kent and Sussex. In addition, 25% of girls are international and from over 30 different countries. The majority of our international girls are boarders.

Transport

Located in beautiful quiet Surrey Hills, designated an Area of Outstanding Natural Beauty, Woldingham School is remarkably accessible. We are within the M25 and about 10 minutes from Junction 6. Woldingham train station exits on to the School land and we are around 20 minutes from Clapham Junction by train. Also, the School is only 20 minutes from Gatwick and 45 minutes from Heathrow.





Pastoral Care

Pastoral care is at the heart of the School. At Woldingham every girl is known and supported as an individual by both teaching and support staff. The School supports – and expects – girls and staff to be kind to each other. The single sex environment is supportive and stimulating. It enables girls to be themselves and to grow into independent women.

Relationships amongst the pupils and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

THRIVE

The School's THRIVE programme promotes emotional well-being and enables every girl to develop the growth mindset, resilience and self-worth to enjoy success as well as learn from setbacks. It helps students face the outside forces of change and failure with resilience, flexibility and calm.

As part of the THRIVE programme, girls learn study skills. These are developed as students move up through the School, with the foundations built in Years 7 and 8 carried on through the Sixth Form.

THRIVE also focuses on the importance of well-being. Girls learn about handling social media, self-esteem and body image. This includes how to deal with pressure, responsibility and making the right choices - all skills needed to be successful at school and as an adult.

Boarding

Woldingham's boarding tradition remains strong with the School providing a flexible approach to boarding to meet the needs of families today. Around half of current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by their Housemistress, Head of Year and a team of residential assistants. Girls in Year 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. In the Sixth Form, students live in purpose-built accommodation with their own studies, social spaces and kitchens preparing them for university life.

There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

Co-curricular

Woldingham has a rich and varied co-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, be proud of their wider abilities, and ensure they are as busy outside the classroom as they are in.

The house system fosters community across the School, with an active house programme of activities and competitions. Woldingham has four mixed-age houses, each of which promotes a spirit of community among girls of different ages. Students belong to one of the four houses named after patrons with close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fundraising events, inter-house competitions and, a highlight of the year, the House Festival in September. Each house celebrates its own annual mass and feast where girls and staff celebrate together and focus their fundraising efforts.

A growing outreach programme provides opportunities for students to give back to the local and wider community.



Sport

Sport is important at Woldingham with students regularly representing their county, region and country in a wide range of sports. School teams do very well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. There are extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

Netball and hockey are the major sports in the autumn and winter. In the summer the girls play cricket, tennis and athletics. Students also compete in sports such as swimming and cross-country. However, sport at Woldingham is not just about competition. It is also about enjoyment and team spirit, as well as supporting physical and emotional health and well-being.

The School has a busy weekday and Saturday fixture list and teams participate in district and county tournaments. There are inter-house sport competitions throughout the year, culminating in the annual sports day. Woldingham offers a wide range of sport trips within the UK and overseas.



Creative and Performing Arts

Drama and music are integral to everyday life, with the School's Millennium Centre providing some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Many students learn one or more musical instruments, and many have individual singing lessons with specialist instrument and voice teachers. There is a huge range of choice of co-curricular musical activities. Students of all standards are encouraged and there is a busy concert schedule, providing all girls with opportunities for public performance.

The art studios are first-rate with students producing outstanding artwork and gaining excellent results at both GCSE and A Level.



Looking Forward

The School published a new five-year strategic plan in 2019 with a refreshed vision and mission. The School's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



THE ROLE

To assist the Director of Finance and Operations (DFO) in the financial management of the School and to lead and oversee the financial functions of the School together with its subsidiary company and the Foundation. This is an excellent opportunity to play a significant part in the strategic management and leadership the School at an exciting time of capital development with record pupil numbers in the school. The Head of Finance leads the Finance Department comprising the Finance Officer, together with three members of the Finance team of Payroll, Billing and Purchase Ledger and Order. They will be supportive of the Catholic, Sacred Heart ethos of the school.

Role

Reporting to the DFO, this is a hands-on and varied role. The successful candidate will play a key role ensuring a robust financial control environment is maintained and processes are as efficient as possible.

The successful candidate will be able implement change to achieve best practice throughout the school. They will be a strong communicator, be collegial, kind and decisive, and with sound problem-solving skills.

He/She will be a qualified accountant who works positively with other professionals. They will have to demonstrate leadership, flexibility and tact and enjoy working as part of a team with all members of the school community.

The School is forward looking and plans to review the financial packages we are using to improve efficiency and effectiveness across this large site. The successful candidate will be instrumental in delivering the change to the new software systems in a careful and achievable timescale.

Finance Department

- Lead & manage the school Finance team, including overseeing day-to-day processes, communication, motivation, succession planning and performance management
- Ensure regular performance reviews and appropriate professional development are carried out for all team members.
- Advise the DFO on the optimal structure and resources for the Department.

Budgets

- Supporting the DFO in the preparation of annual budgets and reviews of expenditure against budget; leading on departmental budget setting.
- Working closely with the DFO and Head of Operations to support the financing and budgeting for maintenance programme and building projects.
- Liaise with budget holders supporting them with managing spend against budgets and objectives.



Financial Management

- Assist the Governors, Head and DFO in implementing the School's strategic financial objectives.
- Undertake modelling and feasibility studies as appropriate.
- Ensure financial systems and controls are efficient and effective.
- Prepare termly management accounts and other required papers for, and attend and contribute to, the Governors' Finance Committee.
- Prepare monthly management reports for SLT, to include narrative reports on performance to budget.
- Prepare long-term forecasts and sensitivity analysis.
- Undertake competitor analysis and benchmarking studies.
- Maintain continuous professional development and keep up to date with regulatory changes.
- Proactively investigate and promote ways of improving value for money.
- Prepare analysis of financing options for major capital projects.

Accounting

- Ensure the School's accounting records, bank reconciliations, fees ledger, purchase ledger, nominal ledger, and fixed assets register are maintained accurately and kept up to date in accordance with agreed timetables and procedures.
- Oversee payroll function to ensure that salaries, including PAYE; pension and NI contributions, are paid correctly; liaising with the HR Manager as required.
- Oversee the statutory implementation of auto enrolment of pensions and Teachers Pensions regulations; advising and implementing changes to provision as required.
- Advising on benefits in kind (overseeing timely submission of P11Ds) and all other taxation matters.
- Prepare annual consolidated and subsidiary statutory accounts for the School and its subsidiaries.
- Liaise with external auditors on all matters connected with the annual audit of the School's accounts and other external accountancy advice.
- Ensure compliance with external regulators, including HMRC, the Charity Commission and Companies House.
- Oversee the preparation of quarterly VAT returns and submit accurate and timely tax returns.
- Oversee fee collection and ensure fee debt is managed proactively, working with the DFO.
- Manage the Fees in advance scheme and provide quotations for parents.
- Oversee the School's financial investments, including liaison and review with the School's investment advisors/managers.
- Arrange appropriate review of financial advisors and service providers including auditors, bankers and investment advisors/managers.
- Manage the financial aspects of the Bursary application and funding process.
- Manage and develop the School's accounting and finance systems, currently using PASS.
- Support the Foundation Director with fundraising matters, including advising on gift aid claims and the Head of Events with the management of commercial activity.
- The post holder will be expected to carry out such other duties as reasonably requested by the DFO

that are commensurate with its level of responsibility.

THE PERSON



Leadership and Communication

Essential

- Experience in leading a finance team.
- Calm, positive and measured whilst under pressure.
- A measured and confident decision maker.
- The ability to lead and manage people to work towards a common goal.
- The ability to blend firmness, patience and empathy when dealing with difficult situations.
- Ability to convey financial matters to non-specialists.

Operational Excellence

Essential

- Exceptional levels of planning and organisation, with outstanding attention to detail.
- Significant initiative and drive allied to the ability to work quickly and accurately.
- Articulate in all forms of communication; fluent and accurate written and spoken English.
- Excellent time management skills.
- Excellent IT skills.
- Excellent organisational skills with the ability to prioritise work and meet deadlines.

Ethos and Whole School Values

Essential

- Committed to operating as part of the School community.
- Committed to the Sacred Heart Values.
- Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

Qualification and Accountancy

Essential

- ACA, ACCA or CIMA qualified
- In depth knowledge of the preparation of annual accounts and detailed audit file
- Working knowledge of VAT and tax.

Desirable

- Experience of working in schools or charity sector.





TERMS AND BENEFITS

Start Date

As soon as can be arranged with the successful candidate.

Working hours

This is a full-time role throughout the year. Core office hours are Monday to Friday 8.30 - 17.00. This is a senior role with fluctuating demand and the holder will be expected to work the hours needed to achieve their objectives.

Holiday

The holiday entitlement is 25 days per year plus public holidays. It is expected that holiday will normally be taken in school holidays.

Salary

The starting salary will be around £60,000.

Pension

A contributory pension scheme is offered together with death in service benefit.

Lunch

A free lunch is available in the dining room each working day when the kitchens are open.

Parking

There is free parking on site.

Gym and Pool

There are staff sessions for use of these facilities.

Fees

School fees remission for dependents of the job holder attending the School; if not already at the school, any child would have to meet all of the normal entrance requirements.

HOW TO APPLY

The closing date for applications is **mid-day 18 October 2021.**

Interviews will take place week beginning **25 October 2021.**

To apply please submit your completed application form to **hr@woldinghamschool.co.uk** with a supporting letter.

If Candidates wish to have a conversation with the DFO prior to interview please email the DFO's PA, Liz George **georgel@woldinghamschool.co.uk**.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

