



**APPOINTMENT OF
FINANCIAL CONTROLLER**

**CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**



WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

At Sir William Perkins's School, academic success is always our priority, but education should be about far more than achieving top grades. We believe in educating the whole person and equipping our students with the confidence to make their mark on the world. We challenge each student to explore their potential through academic aspiration and active participation and we teach our students to expect Great Things of themselves, because we know every individual is capable of Great Things.

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

**GREAT THINGS
EXPECTED**



“
**EXCELLENT RESULTS
ACHIEVED WITH
A BIG DOLLOP
OF HUMOUR,
HUMANITY AND
FREEDOM OF
THOUGHT.**
”

The Good Schools Guide

OUR AIMS

The School's Aims are to:

Inspire excellence in academic standards
Give the student the confidence to enjoy learning, the resilience to learn from mistakes and to cultivate good habits of work

Help each student:

Develop fully as an individual with integrity
Refine creative and practical skills
Gain the qualifications they need to embark on, and succeed in their chosen career
Think independently
Be a confident, responsible and unselfish member of the community

A SWPS student is encouraged to be:

Curious about their world and their future
Ambitious for themselves and for others
Generous with their thoughts, their gifts and their time

**GREAT THINGS
EXPECTED**

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent results achieved with a big dollop of humour, humanity and freedom of thought".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



**GREAT THINGS
EXPECTED**



THE POSITION

GREAT THINGS
EXPECTED

THE PURPOSE OF THE POST

The job description is designed to give an overview of the tasks and responsibilities for this role and it is not intended to be exhaustive. The Line Manager will meet annually with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the School. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

Duties for the Financial Controller will include leading the Finance function which includes providing strategic finance support, keeping accounting records, evaluating and managing risk, ensuring compliance with regulations, publishing financial statements, overseeing accounting operations, analysing financial data, monitoring expenditure, forecasting revenue, coordinating auditing processes and ensuring accuracy of financial information.

The strategic planning and numerical proficiency as a Financial Controller will aid our School in maintaining positive revenue and financial growth, formulating sound financial strategies, implementing proper internal controls, achieving targets, and developing financial/business plans that support the School's strategy for the future.

This list of responsibilities below is not a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post. The role is flexible with the option to work remotely for two days in the working week.

MAIN DUTIES AND RESPONSIBILITIES

Leadership

Deputising for the Business Director

Full controllership responsibility for finance deliverables and activities

Provide strategic leadership on all finance-related matters

Prepare finance agenda and present finance/business papers at Board meetings

Manage stakeholder relationship with the Chair of the Finance and Investment Committee

Oversee all investments with investment managers, ensuring ROI

Report to Business Director and Governors with timely and accurate financial information

Financial and Management Reporting

Manage month and year end finance processes and reporting

Execute and manage finance processes from end-to-end

Create/manage monthly, termly, and annual management reports and statutory accounts

Ensure that all financial transactions are properly recorded, filed and reported

Preparation of monthly financial reporting package including actual vs. budget variance analysis

Establish and implement financial reporting systems to comply with GAAP and government regulations /legislation

Monitor and manage banking activities of the organisation to include termly cashflow analysis and loan covenant compliance

Lead engagement and delivery of external audit

Create and maintain the financial control risk register to ensure a robust system of internal controls

Provide accurate and timely financial information across the business to promote ownership and accountability of budget holders

Develop KPI reporting for the company, benchmarking performance against



THE POSITION

GREAT THINGS
EXPECTED

competitors/industry standards, identifying future opportunities to grow higher value
Lead and manage projects on an ad-hoc basis

Continually develop and improve finance processes and controls, introducing corporate best practice

Business Partnering

Provide support and challenge to budget holders

Providing financial support and advice to SLT

Business development

Provide finance support in assessing future acquisitions/ business development

Building/reviewing business cases as required for all OPEX and CAPEX investments

Provide business partnering support by providing financial information which allows for business decision making/ strategic planning for projects and business plans

Conduct and implement potential cost reducing or value adding opportunity

Credit Control

Manage the credit control processes ensuring debt is managed, working in partnership with the collection agency and legal

Customer Service

Ensure a high level of customer service in all bursarial matters

Ensure accurate and timely communication to all parents on finance and fee-related matters

Team Management

Lead and develop a high performing team being responsible for all finance activities

Maintain full and accurate business processes with adequate cover for all processes within a small team to avoid single points of failure

Contract and relationship management

Manage relationships with the Company's auditors and external advisors

Manage delivery of outsourcing services processes and functions in line with SLAs and KPIs

Other

Providing cover for the Operations Executive/ Manager

Undertake other ad hoc finance and office administrative tasks as required

Attendance at key school events



FINANCIAL CONTROLLER PERSON SPECIFICATION

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QUALIFICATIONS AND EXPERIENCE

**GREAT THINGS
EXPECTED**

KNOWLEDGE, SKILLS AND ABILITIES

Accounting/finance qualification, preference for ACA, ACCA, and CIMA

Strong accounting knowledge, with proven experience in large/multi-national companies

Strong experience of month end close, functional reporting and preparation of statutory accounts

Experience in financial controls and risk registers

Manage and shape the finance function, running the day-to-day financial operations and implementing new processes to increase efficiency

Ability to comprehend and narrate financial records for external stakeholders

Excellent attention to detail with the ability to unravel complex accounting queries

Experience in accounting software migration

Excellent Microsoft Office skills in particular advanced used of Excel

Knowledge of Sage and Xero or similar accounting software

Strong commercial skills

Experienced in successfully influencing decision making and implementing change

Excellent communication and people skills
Experience in growing and managing teams and working as part of a larger team

Excellent organisation skills: ability to plan and organise work so that it is efficient and effective

Strong communicator and team player

Good punctuality and time management skills

Ability to cope under pressure and deliver during periods of change

A flexible, pro-active and willing approach and be comfortable working within a small team

Positive attitude: 'can do' approach and willing to give everything a go from manual processing to larger projects

An innovative and inquisitive mind to challenge and improve existing and new process and controls

Results focused approach with a willingness to 'do what it takes' to get the job done

SAFER RECRUITMENT

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure





WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate

Fee remission

Membership of group personal pension scheme with life assurance cover for non-teaching staff

Learning and development opportunities

Access to Employee Assistance Programme (EAP)

Free lunch during term time, when working hours permit

Limited staff parking and secure bike sheds

Free use of school gym at specified times

On site fitness sessions for a small fee

Strong tradition of on-going financial investment and development

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all

Staff Social Committee

Warm and engaging working environment and an excellent staff room

Access to a staff discount platform



JOIN US

APPLICATION

Applications should include a personal statement and are made through the School's website at www.eteach.com/careers/swps/

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school

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SCHOOL

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