



In July 2024, the two charitable trusts that own **Sherborne Boys**, **Sherborne Girls**, **Sherborne Prep** and **Hanford**, formally merged into one charity called the **Sherborne Schools Group** – a unique and exciting educational opportunity in the UK for girls and boys aged 3-19.

This merged Group includes Sherborne Schools Worldwide, a joint venture set up by Sherborne Boys and Sherborne Girls in 2017 to establish Sherborne-branded schools around the world.

Already enjoying established and wide-ranging links, many families choose Sherborne Prep or Hanford for their children before they progress onto Sherborne Boys or Sherborne Girls. However, both junior schools continue to prepare pupils for entry and scholarship to a wide range of senior schools.

For many years, Sherborne Boys and Sherborne Girls have benefitted from a close relationship, underpinned by shared values, a Christian foundation and a commitment to full boarding. The senior schools' unique collaboration, known as 'Separate Yet Together,' is distinctive and offers pupils all the advantages of a single-sex education alongside the benefits of co-education.

JOB DESCRIPTION

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Job Title:	Finance Director
Location:	Sherborne Schools Group
Reporting to:	Chief Operating Officer
Responsible for:	The management and transactional functions of the Finance team
Hours of Work:	37.5 hours per week. Hours of work are likely to be 8.30am – 5.00pm Monday to Friday less an hour for lunch (unpaid). There may be a requirement for flexibility in hours on occasion to meet the demands of the post.
Salary:	Circa £80,000.00 per annum depending on skills and experience. Salary will be paid monthly in arrears direct into your nominated bank account and will usually be reviewed annually in September.

Holidays: 5 weeks holiday per year + Bank Holidays. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Chief Operating Officer (COO), taking into account busy periods.

Pension: The postholder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period: In accordance with School policy, all appointments are subject to a six-month probationary period.

Medical Self

Declaration: The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure
(Police Check)/**

References: As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's

Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Main Deliverables:

1. Oversight: financial due diligence, compliance, and reporting (*n.b.* Sherborne Schools' Group has T/O c. £55m with EBITDAs growing from £5m pa.)
2. Strategy development: investments, budgets, plans, forecasts, KPIs, financial modelling.
3. Regulatory Compliance: for example: statutory reporting, HMRC, Charity Commission, Audit.
4. Financial services and operations: for example, payroll, operational reporting, cashflow management and debtor management.

Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the COO.

Areas of Responsibility

Team Leadership:

- Set direction for the Finance Department.
- Work with the Director of HR and COO in the recruitment and appointment of suitably experienced and qualified staff.
- Oversee and contribute to the professional development and appraisal of all members of the Finance Team, across all entities.
- Manage the induction, training and ongoing development of the finance team ensuring succession planning and progression of staff is delivered.
- Hold regular department meetings and keep staff informed of school wide news and developments.

Strategy development:

- Contribute to the strategic planning and development of the Sherborne Schools Group.
- Provide timely financial input into the short, medium, and long-term objectives of the organisation.
- Support the Heads and COO in implementing the development plan, reviewing, and monitoring progress against objectives and strategy.
- Undertake/commission financial modelling and analysis as required.

Financial planning:

- Lead the annual budgeting process across the Group, including capex budgeting, and ensure that the agreed strategy and objectives are reflected in the long-term financial planning.
- Assist the COO in the development and maintenance of the Group's Financial Policies.
- Ensure Parent Contracts are updated regularly and reflect the latest guidance on appropriate terms and conditions associated with independent education.
- Prepare the Department for the annual audit and liaise with the appointed Auditors prior to and during the annual audit. » To prepare the compliant annual statutory accounts for all legal entities

Financial Operations:

- Manage the financial accounting systems for all Group entities.
- Manage banking relationships and ensure compliance with loan agreements.
- Ensure compliance in all matters relating to VAT, corporation tax and benefits in kind, liaising with the Group's professional advisors where required.
- Oversee the preparation, monitoring and control of budgets for each of the schools/subsidiaries.
- Management of the Group's cashflow.
- Communicate with parents on matters relating to fees and payment of fees.
- Act in the event of non-payment and liaising with Debt Collection agencies in the event of recovery action.
- Oversee the financial aspects of bursary award process.
- Ensure capex plans reflect the strategic aims and objectives of the Group.
- Identify and undertake cost savings projects as required and further develop cost controls.
- Ensure effective internal financial control procedures are maintained within the department across the Group.

- To be Company Secretary for the Group’s subsidiaries – maintaining records held at Companies House and/or the Charity Commission.

Reporting:

- Report on the termly management accounts to Governors and the respective Senior Leadership Teams
- Aid the COO in preparation and delivery of ad hoc financial reports.
- Provide financial reports to the Boards and Committees of each entity seven days in advance of each scheduled meeting.
- Report on key performance indicators, identifying trends and providing such analysis as required by the COO.
- Produce any other management information as requested by the COO.

Other:

- Ensure compliance with GDPR in matter relating to the Finance Department.
- Oversee the archiving and destruction of sensitive and confidential historical data.
- Keep up to date with technical accounting and taxation developments.
- Attend meetings of the respective Senior Leadership Teams, the Executive Committee, Audit Committee, Council Meetings, and other meetings as directed by the COO.
- Deputise for the COO on financial matters as required.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Recognised accounting qualification (ACA, ACCA or CIMA). - Qualified to degree level with significant post qualification experience and in-depth professional knowledge acquired through experience. - Evidence of continuing relevant professional and personal development. 	
Experience	<ul style="list-style-type: none"> - Extensive leadership and management skills developed at a senior level in a large and complex organisation. - A track record of demonstrable leadership including influencing and motivating others to create positive relationships at all levels and to achieve continuous improvement and transformational change. - Experience of working across multidisciplinary functions. - Comprehensive understanding of budgeting, cash flow forecasts, 	<ul style="list-style-type: none"> - Senior board level experience in either the independent education or charity sector. - Track record of assessing risk whilst developing strategic priorities. - Detailed knowledge and experience of charity account and reporting. - Experience of private sector investments and fund raising. - Experience of systems development and implementation. - Experience of credit control and debt collection.

	<p>consolidated and entity accounting in a Group organisation.</p> <ul style="list-style-type: none"> - Evidence of strategic development and associated policy development and implementation. - A track record of delivering and meeting performance targets. - Experience of strategic management of financial resources. - Implementation and ongoing development of financial systems. - Evidence of executing operational strategic plans to meet board performance targets. - Undertaking investment appraisals and project due diligence. 	<ul style="list-style-type: none"> - Experience of change management and people development. - Experience working across multiple entities and physical sites.
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The Finance Director:

- Must comply with School policies and procedures
- Have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- Will be required to attend training sessions arranged by the School.

Training Requirement for the Finance Director – this list is not exhaustive, and the postholder may be required to undertake other training as required by the School

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Fire Warden	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact: *Miss Emily Old, Recruitment Manager*
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am – Monday 6 January 2025

Interviews likely to take place: W/C 13 January 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: ASAP