



Rossall

INSPIRING EXCELLENCE

Financial Controller



APPOINTMENT BRIEF

July 2025



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 830 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.



Academic results are superbly strong. In 2024, the school had an IBDP average of 34 and 44% of A level/BTEC grades resulted in an A*/A grade or equivalent. This year, well over two thirds of our Upper Sixth progressed to top 20/Russell Group universities including Oxbridge, Durham, St Andrews, UCL, Imperial etc. Additionally, three students won full sports scholarships to the US whilst others proceeded to top universities in Vienna, Madrid and Barcelona - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps, most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people live, learn and play.

The School is routinely ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams have progressed to the final eight of national competitions. Our recently launched Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club has led to huge success of our girls' football teams on a national level. Indeed, they have been crowned national champions on two occasions, winning the ISFA U18 Cup in both 2022 and 2023. Our Headmaster's boys XI plays in the HUDL league and reached the national finals of the ISFA U18 competition in 2022.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.



The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this. We are an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2021, we had a full ISI compliance inspection. **We were judged to be compliant in every regard. In 2019, an educational quality inspection deemed the quality of pupil's personal development to be excellent.**

The student roll has grown very significantly in recent years and this is reflective of the School's outstanding reputation both regionally and nationally. Student numbers are very healthy and the School has emerged from the recent pandemic in a strong position financially. Such extensive expansion has resulted in a number of opportunities arising across a number of curricular areas and our ongoing development of signature programmes such as the Broadway Performing Arts academy has opened up opportunities for exceptional educators to join us.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The School is committed to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of all staff. The establishment of a thriving Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We never stand still. In 2020, we became an All-Steinway School and launched an International Piano Academy. The newly refurbished PrePrep School was opened at the end of the Summer Term and work commenced on our Science Building. In 2021 we recruited the first cohort for our Elite Girls' Football programme and September 2022 saw the launch of the Broadway Academy of Performing Arts which harnesses the creative energy of an outstanding faculty committed to ensuring exciting opportunities, an outstanding quality of productions and a credible pathway into the industry for aspirant young performers.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable environment where boys and girls from 3 months to 19 years of age can feel safe and thrive.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

Ours is a community based on trust, mutual respect and compassion, and we expect every member of our School to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!



MEET THE ROSSALL TEAM

ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and eight fellow Leadership Executives.

They are joined by the extended Senior Management Team.



Mr Jeremy Quartermain
Headmaster



Ms Dina Porovic
Senior Deputy Head



Mrs Catherine Stacker
Deputy Head (Academic)



Mrs Emma Williams
*Deputy Head (Boarding) and Designated
Safeguarding Lead*



Mr Matt Turner
*Headmaster of Preparatory
School & Nursery*



Mr Nick Crombie
*Deputy Head (Sixth
Form)*



Mrs Clare Coley-Maud
Chief Financial Officer



Mr Adam Cawkwell
*Director of Admissions
& Development*



Mrs Victoria Low
Director of Operations

JOB DESCRIPTION

Responsible to: The Chief Financial Officer

Job Purpose:

The Financial Controller plays an important role within the School's finance team. This post is responsible for the day-to-day financial operations, maintenance of strong financial controls and processes, financial reporting and management of members of the finance team.

The ideal candidate will be a chartered accountant with excellent analytical and interpersonal skills, capable of supporting and challenging stakeholders across the School while ensuring robust financial controls and procedures are upheld in line with policies.

Main Responsibilities:

Budget Management and Forecasting

- Manage the annual budgeting process, from planning and stakeholder engagement to consolidating individual departmental budgets into a robust and comprehensive whole-school budget, including the School's Commercial Enterprise, for final presentation to the CFO.
- Coordinate all budgets (across all academic and operational departments), providing clear guidance, training, support and templates for budget submissions.
- Work with colleagues to realistically budget and forecast income across day, boarding and nursery fees as well as extra charges, for inclusion in the annual budget and management accounts.
- Act as a key point of contact for budget holders throughout the year, offering support with budget monitoring, expenditure tracking, and queries.
- Management of the Purchase Order System and undertaking frequent reviews of expenditure.

Management Accounts, Forecasting and Financial Reporting

- Prepare detailed termly management accounts including P&L, balance sheet, cash flow analysis, and departmental expenditure reporting.
- Manage and execute periodic (at least termly) reforecasting exercises, working with key stakeholders as required, and conduct variance analysis on the reforecasts, reporting to the CFO.
- Support the CFO with multi-year forecasting considering appropriate assumptions.
- Write accompanying financial commentary for internal and Governing Body reporting, highlighting key variances.
- Oversee transactions between the School and other entities to ensure these are up to date and reported on appropriately e.g. School Commercial Enterprise, Foundation and Trusts.
- Oversee the periodic financial closure processes, ensuring accuracy of journals and reconciliations, including but not limited to debtors, creditors, accruals and prepayments.
- Capital expenditure tracking and reporting, ensuring alignment with budgets and project plans.
- Ownership of the fixed asset register and be responsible for depreciation calculations.
- Support the CFO with long-term financial planning, scenario modelling, and preparation of ad hoc reports.

Financial Controls and Process Management

- Maintain and enhance the School's internal financial controls, policies and procedures, including authorisation workflows, reconciliations, procurement practices, and supporting documentation.
- Review and maintain process documentation, ensuring compliance with financial policy, audit standards, and charity sector regulations.
- Oversee financial risk areas such as cash handling, credit card usage, supplier management, and banking procedures.
- Authorising direct debit, use of Stripe or other payment methods, and bank transfers.
- Ensure loan terms are complied with, oversee the maintenance of loan schedules and appropriate forecasts and preparation of covenant calculations.
- Ensure accurate processing and posting of journals, and all information inputted into the finance system and management accounts and highlight to the CFO any potential problems with financial controls, effectiveness and efficiency.
- Oversee the issuing of timely invoices, ensuring accuracy and appropriate communications with stakeholders, and monitoring reconciliations between invoicing figures, income receipts and other departments' figures.

Line Management and Team Oversight

- Work closely with the School Accountant to ensure the integrity and accuracy of core financial records, reconciliations, and statutory reporting.
- Line manage the Invoicing Manager, who is responsible for the sales ledger team and the preparation and issuing of all invoices, maintenance of invoice related information and ledgers as well as reports, timely fee receipts and debt management.
- Line manage the purchase ledger team to ensure accurate input of information, timely payment of supplier invoices, and that financial procedures are followed for example sign off procedures, credit card use and expenses claims, providing authorisation as required.
- Monitor team performance, hold regular team meetings, undertake direct report appraisals, provide guidance and support, and promote the development of a professional, service-oriented finance team.
- Provide regular feedback, coordinate workload planning, staff development, and annual leave requests amongst the finance team.
- Organise and provide training to finance staff a necessary e.g. VAT updates.

Compliance and Audit

- Ensure compliance with statutory requirements, accounting standards (including Charity SORP), and regulatory frameworks applicable to independent schools and charities.
- Act as a key member of the annual audit, working closely with external auditors and coordinating internal stakeholders to ensure all documentation is complete, accurate, and submitted on time.
- Oversight of the preparation of the year-end financial statements for the school, commercial enterprise and associated trusts in line with relevant accounting standards (e.g. FRS 102 and Charity SORP).
- Coordinate month-end procedures.
- Maintain records of endowment, restricted and unrestricted donations and maintaining fund balances.

- Support the preparation of annual financial statements and statutory disclosures for the School, Commercial Enterprise and the Trusts.
- Oversight of the timely and accurate completion of financial, operational and benchmarking surveys and returns required by external bodies (e.g. DfE, ISC, Baines Cutler, National Statistics, The Charity Commission).
- Ensuring Real Time Information reports are made in accordance with HMRC deadlines, working with the HR team as needed.
- To prepare other reports and submissions to ensure the School complies with all financial regulatory requirements.

Systems and Continuous Improvement

- Ensure finance systems (e.g. WCBS Pass, or similar) are maintained and developed to support accurate financial reporting and efficient workflow.
- Identify and implement opportunities for process improvement, automation, and better integration across departments.
- Collaborate with internal stakeholders to align financial systems with pupil, HR, and operational data management tools.
- Acting as a Deputy for the CFO as required.

Other

- Oversight and management of the Fees in advance scheme, including preparation of the calculations and termly reconciliations of the prepaid fee balances
- Oversight of the preparation of the VAT returns and reconciliation of the figures in the VAT returns to the various reports, ensuring correct recovery rates are applied.
- Ensure compliance with VAT legislation and introduce new processes as necessary.
- Ensure the School's working capital is invested appropriately to obtain favourable returns.
- Oversight of all commercial contracts the school holds (e.g. leases) including review of suitability and renegotiations.
- To ensure suitable cover for the responsibilities of the other Finance team members when they are absent.
- To carry out miscellaneous duties as required by the CFO.

This job description is not exhaustive and may be subject to review or amendment in response to the evolving needs of the school. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.

PERSON SPECIFICATION

Essential Qualifications & Experience

- Qualified accountant (ACA, ACCA, CIMA or equivalent).
- Significant experience in budgeting, financial control, and management accounting.
- Proven experience in line management and team development.
- Advanced Excel skills and strong working knowledge of financial systems and controls.
- Experience with the preparation of VAT returns and associated technical requirements and calculations.
- Experience of audits and preparing financial statements

Desirable

- Experience in an independent school or fee-paying education setting
- Experience working in a complex, multi-departmental organisation, ideally within education, charity, or not-for-profit sectors.
- Familiarity with systems such as WCBS Pass and iSAMS.

Skills and Attributes

- Excellent communication and interpersonal skills; able to support, challenge, and influence non-financial stakeholders.
- Ability to support and motivate members of the team
- Strong organisational and analytical ability.
- High attention to detail and commitment to accuracy.
- Discreet, reliable, and committed to professional integrity and confidentiality.
- A proactive, solution-focused mindset with a continuous improvement ethos.

Applicants should be committed to the safeguarding and promotion of the welfare of young people. They should demonstrate this commitment in every aspect of this post. All staff are required to adhere to and ensure compliance with the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead (DSL).



BENEFITS OF SERVICE

The position is full time, Monday to Friday. The salary range is £47,000 - £55,000 per annum. Holiday entitlement is 25 working days per annum plus 8 Bank Holidays.

At Rossall we provide a supportive and inclusive working environment where care for all our staff is an important part of our culture. We employ motivated people who work together to produce excellent outcomes for our staff and students. Our staff are recognised as being central to achieving our mission and vision statements, and long term plans for the future.

Our benefits include:

- Generous pension scheme with up to 10% matched contributions, including life assurance
- A beautiful campus adjacent to the Irish Sea and within easy reach of Manchester, Liverpool, the Lake District, Yorkshire Dales and Pennines
- A supportive Senior Leadership Team and strong, supportive staff community
- Free lunch and refreshments during term-time
- Free parking on site
- Medical centre on site during term time
- Subsidised accommodation on site may be available
- Extensive CPD opportunities and financial support for qualifications such as Masters etc
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your application should clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

KEY DATES:

Deadline for submission of applications 12.00 noon on Thursday 17th July 2025

Rossall School is committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance will be undertaken by the School. The position is regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. An online check will also be conducted.

The School's Child Protection and Safeguarding Policy can be viewed here: <https://rossall.org.uk/policies/>

