



# DANES HILL SCHOOL

FINANCIAL CONTROLLER



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

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# OUR VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus in 2023-24 is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

# FINANCIAL CONTROLLER

- Job title: Financial Controller
- Reporting to: Director of Finance & Operations
- Hours: Full time (40 hours per week, usually worked 8am to 5pm or as agreed with the line manager, Monday to Friday, with an hour for lunch). This role is all year round, during both school terms and school holidays. Some weekend and evening working may be required
- Holiday: Annual leave (25 days a year plus bank holidays) should be booked during the school holiday periods
- Term: Permanent
- Salary: Competitive salary scale, depending on skills and experience
- Benefits: Generous pension scheme. Lunch is provided on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Cycle to work scheme. Training and development support. Parking on site
- Closing Date: 30 October at 9am. Please note that applications will be reviewed as they are received, and recruitment may close ahead of this date, if the right candidate has been found

## ROLE SUMMARY

The Financial Controller will be a key member of the school's finance team responsible for overseeing and managing the school's financial operations. The role plays a critical part in ensuring the school's financial stability and compliance with current regulations. The post holder will have direct line management responsibility for the staff in the Finance Team. This position requires a combination of financial expertise, leadership skills, and a commitment to the school's educational mission.

# JOB DESCRIPTION

## PRIMARY DUTIES AND RESPONSIBILITIES

### 1. FINANCIAL MANAGEMENT:

- Develop, implement, and monitor the school's annual budget, ensuring it aligns with the school's strategic goals
- Prepare financial reports, including income statements, balance sheets, and cash flow statements, and present them to the school's leadership team and governing body
- Monitor and analyse financial data to identify trends, risks, and opportunities for cost-saving or revenue generation
- Manage the day-to-day financial operations, including accounts payable, accounts receivable, payroll, and banking activities
- Maintaining ethical and financial standards commensurate with the School's charitable status
- Prepare financial models and scenario planning with DFO and respond to Governor requests for business plans
- Lead annual financial audit from the School's perspective

### 2. COMPLIANCE AND REPORTING:

- Ensure compliance with all relevant financial regulations, including charity and education sector compliance requirements
- Prepare and submit financial reports to regulatory bodies, such as the Charity Commission and HM Revenue & Customs (HMRC)
- Maintain accurate financial records and documentation for audits and inspections

### 3. FINANCIAL PLANNING AND ANALYSIS:

- Collaborate with the Head of School and other stakeholders to develop financial strategies and long-term financial plans
- Conduct financial forecasting and modelling to support informed decision-making
- Provide financial advice and recommendations to the School's Leadership Team

### 4. RISK MANAGEMENT:

- Identify financial and commercial risks and develop strategies to mitigate them
- Implement and monitor internal controls to safeguard the school's financial assets
- Stay up-to-date with changes in financial regulations and best practices to ensure compliance and minimize risks

### 5. TEAM MANAGEMENT:

- Ensuring that all finance staff are well supported, trained and motivated to deliver a high-quality finance service
- Foster a culture of accountability, customer service and excellence within the Finance department

# JOB DESCRIPTION

## OTHER KEY DUTIES AND RESPONSIBILITIES

- Ensuring that a positive impression of the School is given to pupils, parents, visitors and colleagues at all times
- Establishing and maintaining efficient and effective working relationships with the wider community of the School
- Playing a full part in the life of the school community, supporting its mission, ethos and policies
- Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times
- Actively engaging in safeguarding practice and health and safety awareness around the school sites
- Committing to personal professional development, including active engagement in staff training and the performance review process
- Complying with relevant school policies and procedures at all times

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the School evolve. You will be required to undertake other comparable duties as the line manager, Director of Finance & Operations, Head or senior colleagues may require from time to time.





How old do you think these buildings are?

How old do you think these buildings are?

Monday 4th  
September 2023

# PERSON SPECIFICATION

## QUALIFICATIONS

- A Bachelor's degree in finance, accounting, or a related field; a Master's degree or professional finance qualification (e.g., ACCA, CIMA) is preferred

## KNOWLEDGE

- In-depth knowledge of UK financial regulations, including charity and education sector-specific requirements
- Strong analytical and problem-solving skills

## EXPERIENCE

- Extensive experience in financial management, preferably within the education sector or a similar nonprofit organisation
- Proficiency in financial software and Microsoft Office Suite

## COMPETENCIES

- Ability to communicate professionally and effectively to a range of audiences
- Ability to build effective relationships with staff, parents and Governors
- Highly organised with the ability to work under pressure, prioritise, manage time effectively and meet challenging goals
- Ability to work effectively as a proactive member of a team, as well as managing a personal workload
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards

Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, as well as other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2023.



DANES HILL SCHOOL



## THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day Preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

Pupils are encouraged to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. Danes Hill children are characteristically confident and outgoing and, in addition to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.

## WHY WORK AT DANES HILL SCHOOL?

Danes Hill offers an exceptional working environment. Set in 55 acres bordering open countryside, yet commutable to London, it is a thriving school. ISI Inspectors described the school as 'excellent in all areas' and commented that 'teamwork is strong'. They also noted that 'relationships between pupils and staff, and amongst the pupils, are consistently outstanding'.

We feel these comments accurately reflect the school and are key to making it such a great place to work. An on-going building programme has developed excellent classroom accommodation, including specialist science laboratories, art, design and technology rooms, performance spaces and high quality sports facilities.

Working at Danes Hill, you become part of a large, dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. The Common Room President organises social events and charity fundraisers. Several members of staff offer their expertise free of charge to run different activities. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our renowned lunches!



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