

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

A photograph of a teacher and a student working together at a desk in a classroom. The teacher, a woman with long brown hair, is leaning over the desk, looking at a book or paper. The student, a young girl with red hair and freckles, is smiling and looking at the same book. They are both wearing lanyards with 'GATEWAYS' written on them. The background shows a classroom with a blue wall and a window looking out onto greenery.

A career at Gateways School



GATEWAYS
SCHOOL

About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.

Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **Growth, Wellbeing & Success**.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.



Growth ♦ **Wellbeing** ♦ **Success**

Introduction

We are looking to recruit an experienced Financial Controller to join our School as soon as possible.

Gateways School is a leading independent day school for around 500 pupils aged 2–18 years. Established in 1941, Gateways is situated on a 16 acre site in the beautiful village of Harewood and benefits from easy access to the Golden Triangle, the city of Leeds and the spa town of Harrogate.

Reporting to the Head, the Financial Controller is a critical senior member of staff at the school and plays a vital role in the school's strategic planning.

Gateways is both happy and successful with a strong sense of community throughout. The school is flourishing in all areas with excellent academic standards and a broad range of extracurricular activities, all of which helps to ensure a strong pupil roll and healthy financial situation.

The post holder will be responsible for the effective leadership and management of the day-to-day finance function at the school and will also oversee risk management and the generation of non-fee income.

The successful candidate will be an individual of proven leadership ability, a strategic thinker, innovative and highly practical, displaying resilience and tenacity in equal measure, they will possess excellent interpersonal and communication skills. Exceptional financial acumen and robust commercial judgement will be essential.

Gateways school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Gateways School is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

Key conditions

- ❖ Full time (40hrs), plus occasional evenings and weekends for Governors meetings, school events etc.
- ❖ Annual salary of £50,000 - £55,000, depending on experience.
- ❖ 28 days holiday (includes bank holidays). The post also benefits from additional holidays during the Christmas Shutdown.
- ❖ Permanent position, subject to a six month probationary period.



Staff benefits* include

- ❖ Free lunch during term time
- ❖ CPD packages
- ❖ Fee remission for eligible children
- ❖ Cycle to work and electric car scheme
- ❖ Enhanced 5% employer pension contribution, including 4 x death in service benefit
- ❖ Access to a staff wellbeing room and employee assistance programme

*subject to eligibility



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Job Description

Reporting to: Head

Purpose of the role

- To give strategic vision and leadership to all aspects of budget and finance.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in cooperation with the Leadership Team and Governors, ensuring that legal and safety requirements regarding people and property and function of the school are maintained.
- Ensuring that the school is fully prepared to meet regulatory financial criteria.
- To ensure that both payroll and VAT management is administered in accordance with the regulations, and required returns submitted.
- To manage and lead the finance team and wider support staff.

Main duties and responsibilities *include but are not limited too*

- Ensuring the school has appropriate financial systems in place and manage all aspects of the school's financial systems in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head and Governors.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the Charities Commission and the school are observed.
- Lead the monthly reporting process ensuring that accurate management accounts are prepared.
- Lead the termly billing cycle. This includes ensuring the billing system is correctly set up, creating the source documentation / costing models for staff to complete, ensuring charges are accurately uploaded and then checking the accuracy of the process. Take responsibility for appropriate records being maintained to support charges.
- Work with the finance team to further develop the billing cycle / interim charging process to ensure that it is accurate, clear for families, methods of payment remain contemporary and comprehensive, so the school does not lose income.

- Working with the Head and relevant department leads, the Financial Controller will prepare an annual budget and subsequent reforecasts as necessary for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management.
- Prepare the annual accounts including all supporting records and evidence such as the fixed asset register.
- Oversee the debtor's system and credit control to ensure as much income is realised as possible. Work with the Credit Controller to decide when a debt is provided for, is referred to legals and when debts become unrealisable.
- Prepare, assist and support the finance team in the operation of payroll and pensions ensuring all returns to bodies such as HMRC are completed in a timely manner.
- Co-ordinate, initiate and manage audit procedures as necessary, liaising with auditors throughout the year on appropriate matters.
- Attending Governing Body and Finance Committee meetings as required.
- To take delegated responsibility for financial decisions following appropriate discussions with the Head.
- Oversee the VAT management process and prepare any regular returns or respond to ad hoc requests.
- Monitor the viability of additional traded activities ensuring they are clearly identifiable within the school's accounting processes.
- Monitor and maintain both the short and long term cashflows, ensuring an adequate level of reserves are maintained.
- Prepare appraisals for projects and the development of long-term initiatives for the school. Where necessary, liaise with third parties such as the bank to ensure finance is in place for them.



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Job Description *cont.*

- Regularly review systems of internal control and internal financial procedures to ensure they are fit for purpose. Where necessary, revise processes and ensure these are communicated to stakeholders.
- Maintain the school's risk register.
- Act as Company Secretary and as the senior financial representative for the school with parties such as the FCA, HMRC, the Charities Commission or Companies House.
- Proactively manage the relationship with the bank to ensure that accounts are well managed, remain within their terms etc. Manage the various online banking platforms. Provide all compliance information required and lead the six-monthly review process.
- Ensure that the terms and conditions document related to fee payment is accurate and up to date.
- Monitor additional income streams including ensuring the adherence to the terms of grants. Oversee the external lettings process supporting the finance team as needed. Write bids for funding as required.
- Manage the insurance renewal process, ensuring adequate cover is in place.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- Monitor the standard and cost effectiveness of the catering contractors within the agreed performance indicators.
- Oversee and assist the finance team in administering the bursaries and scholarship process, where necessary reviewing awards.
- Line manage members of the Finance Department and wider support staff.
- To deputise for the Head as required in relevant fields of expertise.
- To advise the Leadership Team on matters relating to finance.
- To provide support as relevant to the Head.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.



Person Specification

Qualifications

- (E) A* - C English and Maths GCSE (or equivalent/above).
- (E) Accountancy qualification (e.g. ACA, ACCA, CIMA).
- (E) Evidence of continuing professional development.

Experience

- (E) Working in a financial management role.
- (E) Managing multiple stakeholders.
- (E) Managing a diverse team.
- (D) Working in school financial management.

Knowledge

- (E) Demonstrate an underpinning knowledge of effective payroll, financial procedures & controls.
- (E) Knowledge of Data Protection and GDPR.
- (E) An awareness of the importance of confidentiality, sensitivity & tact.
- (D) Understanding of the current independent educational financial climate.

Personal Qualities

- (E) Be motivated by your passion for finance.
- (E) Flexibility to meet the demands and time-commitments of a senior position within the school.
- (E) High levels of honesty and integrity and an awareness of the importance of confidentiality.
- (E) Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.
- (E) Work well as a part of a team, as well as on your own initiative, with all departments across the school.

Skills

- (E) A very high level of proficiency with Excel and financial software programmes.
- (E) Creation of accessible financial management reports.
- (E) Numeracy.
- (E) Excellent verbal and written communication and presentation skills.
- (E) Excellent analytical skills and attention to detail.
- (E) Highly developed planning and organisational skills and the ability to delegate appropriately.
- (E) People leadership and management.
- (E) Collaborative working.
- (E) Friendly, warm personality with excellent inter-personal skills.
- (E) The ability to manage time and prioritise tasks so that all duties are fulfilled effectively.

Safeguarding

- (E) Commitment to safeguarding and promoting the welfare of young people.
- (E) Understanding of the importance of safeguarding and child protection.
- (E) Ability to maintain appropriate relationships and personal boundaries with children and young people.

Key

- (E) - Essential
- (D) - Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.



Further information



How to Apply

[Click here](#) to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to jobs@gatewaysschool.co.uk

Application Deadline: Monday 8th September 2025 at 9am

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

Policies

[Click here](#) to visit our website and view our policies, including our Safer Recruitment and Safeguarding policies.

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).



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