

BRIEF FOR THE POSITION OF

Head of Management Finance



Head of Management Finance



Welcome

Thank you very much indeed for your interest in the position of Head of Management Finance at Malvern College. This is an exciting opportunity to join a forward-looking team early in a new chapter for the Malvern College Family of Schools, building on an inspiring 156-year history.

In the last twenty years, our family has grown from 600 pupils in a single school to over 4,400 pupils in nine schools around the world. With a new executive team in place (the Headmaster from April 2019, the COO from April 2021, and the Prep School Heads from September 2020 and 2022 respectively), the senior leadership team are now setting a course for the next decade, driven by our central, pupil- driven purpose to 'Transform their World'.

We are looking to appoint to the new role of Head of Management Finance, to be responsible for providing high quality management accounting services for the Malvern College family of schools and businesses.

This is a chance to be part of a high calibre team in a culture that emphasises the development of people.

If this role is an opportunity that excites you, and you believe that you have the necessary skills, experience and attributes, then we would be delighted to receive your application.



Rob Breare
Chief Operating Officer

Head of Management Finance



MALVERN
COLLEGE

Malvern College is a leading independent school for girls and boys aged 13 to 18. Our focus is on encouraging academic excellence, personal growth and all round achievement in our pupils and providing outstanding pastoral care through the impressive House system. It is a vibrant hub of activity where pupils participate in an enormous range of co-curricular activities that support and inform their individual academic programmes.

The school is proud of its high academic standards and its pastoral care. There is a broad curriculum which is intended to give all pupils breadth and depth in a range of disciplines. We have offered the International Baccalaureate as an alternative to A levels since 1992 and approximately 50% of our Sixth Form choose each course of study. Results are excellent and pupils consistently secure places at Russell Group universities, including Oxford and Cambridge and an increasing number of pupils go to Ivy League or top universities in the US and Canada. Malvern College is a SAT centre.

There are approximately 660 pupils at Malvern College and around 200 at each of The Downs Malvern and Abberley Hall, our affiliated prep schools. We are a traditional full boarding school with approximately 75% of our pupils boarding and weekends are busy with a full programme of activities. We seek to prepare those who study at Malvern for a world that is fast-changing, and our House system engenders a sense of community and collective purpose. Pupils eat in their Houses creating the family feel for which Malvern is well-known.

Situated on the slopes of the Malvern Hills and close to the centre of Great Malvern, the beautiful 250-acre main College campus commands striking views across the Severn Plain towards the Cotswolds.

The excellent facilities include an Arts Centre, a newly redeveloped Theatre, two tournament quality Rackets Courts, a Library, extensive sports grounds, two all-weather pitches and a Technology Centre. Our refurbished Science Centre has, alongside state-of-the-art laboratories and equipment, a lecture theatre. Our other facilities include a fantastic sports complex which has a twenty-five metre pool, an eight-court sports hall, squash courts, gym, dance studio, climbing wall and rifle range. In addition, a hospitality suite allows the College to host a variety of functions throughout the year. Malvern College is a Steinway school and will be redeveloping our Music School in 2022, along with ongoing investment into our Boarding Houses.

The Malvern brand is globally strong: we have sister schools in Qingdao, Chengdu, New Cairo, Switzerland and Hong Kong.

Our school community is vibrant and staff are committed and enthusiastic; all applicants are encouraged to view our website www.malverncollege.org.uk



MALVERN
COLLEGE

1
Family

4
Countries

9
Schools

4,400
Pupils

1,630
Staff

1
Society

Head of Management Finance

Job description

Job Title

Head of Management Finance

Responsible to

Finance Director

Responsible for

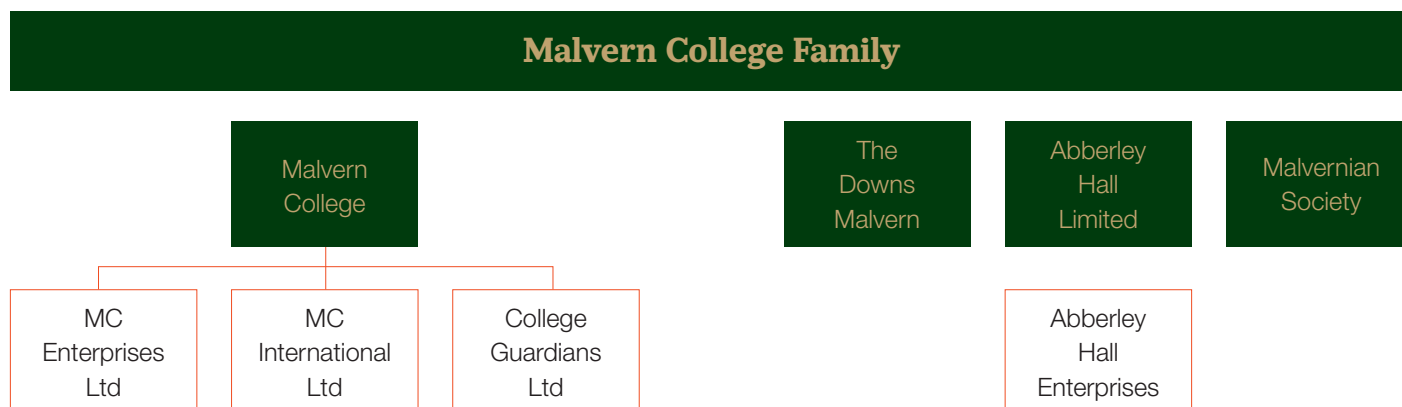
Prep School Accounts teams

Commercial and International Accounting

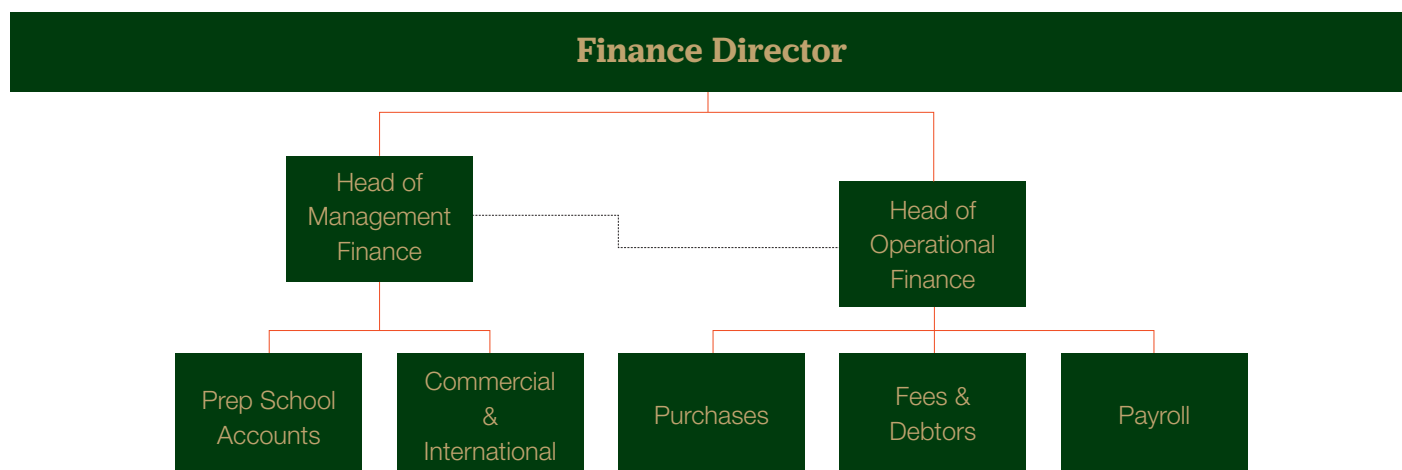
Main Deliverables:

1. **Management reporting:** including monthly reports, KPI tracking, ownership of the Group annual audit process, and preparation of Annual Statutory Accounts for the Malvern College family of charities and companies.
2. **Analysis, benchmarking and budgeting:** providing insight into financial opportunities and challenges, based on past performance, benchmarking, competitor financial analysis and building appropriate annual budgets.
3. **Regulatory assurance and internal audit:** oversight of Charity Commission, Companies House, HMRC and banking compliance, and ensuring appropriate systems, procedures, processes, and controls are in place.

Corporate Structure



Extract from the Finance Team Structure



Head of Management Finance



Areas of Responsibility

Financial Management:

- » To manage the family's annual budgeting process, including capex budget.
- » In conjunction with the Head of Operational Finance, prepare the annual budget for Malvern College and to review the budgets for the trading subsidiaries and prep schools to ensure they are accurate and appropriate. Producing a consolidated annual budget for the family.
- » To prepare the 10 year financial plan which reflects the family's strategic objectives.
- » To assist the Finance Director in the development and maintenance of the College's Financial Policies.
- » In conjunction with the Head of Operational Finance, prepare the Department for the annual audit and liaise with the appointed Auditors prior to and during the annual audit.
- » To prepare the annual statutory accounts for all entities from trial balance, including consolidated Group Accounts.
- » To oversee and document the financial systems and processes in place across the family, ensuring they are reviewed and updated annually and appropriate to the size and complexity of the organisation.
- » To administer the financial aspects of bursary awards including the financial assessment of bursary applications for all three schools.

Reporting:

- » To draft the monthly finance report on the family's monthly Management Accounts for review by the Finance Director.
- » To own the Finance Key Performance Indicator (KPI) tracking.
- » Maintain a reporting suite including income and expenditure statements, cash flow, capex, bank covenants and key performance indicators.
- » To develop the reporting function to enable efficient and effective reporting formats to be adopted across the family.
- » To include the adoption of PowerBI and development of reporting within iFinance.
- » To prepare and submit annual benchmarking survey for all Schools within the Group.
- » To produce any other management information as requested by the Finance Director.

Analysis:

- » Opportunities and challenges across the family based on past performance analysis.
- » Peer and competitor benchmarking.

Head of Management Finance



Areas of Responsibility continued...

Internal Audit:

- » To ensure that effective internal financial control procedures are maintained within the Department and in all of the family's financial affairs.
- » To conduct systems reviews of the processes and procedures, identifying any risks or areas of concern.
- » To conduct internal audit reviews of sections of the finance function to test processes and controls.

Staffing:

- » To work with the Finance Director, Human Resources and Head of Operational Finance in the recruitment and appointment of suitably experienced and qualified staff.
- » To appraise the Commercial Accountant and Prep School & Malvernian Society Management Accountant and to assist the Head of Operational Finance with the appraisals of the wider finance team.
- » To manage the induction, training and ongoing development of the finance team ensuring succession planning and progression of staff is delivered.
- » In conjunction with the Finance Director and Head of Operational Finance hold regular department meetings and keep staff informed of school/family wide news and developments.

Other:

- » To attend meetings of the Audit Committee and other meetings as directed by the Finance Director.
- » To contribute to the annual review of the risk register, ensuring that financial risks are appropriately monitored and reported.
- » To ensure compliance with GDPR in matters relating to the Finance Department.
- » To keep up to date with technical accounting and taxation developments.

Safeguarding Responsibilities

- » To promote and safeguard the welfare of children and young persons with whom you come into contact.
- » To report any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves minimal contact with children and the post holder will not be responsible for children. The post holder will be considered to be in regulated activity.

Head of Management Finance

Person Specification

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> » Recognised accounting qualification (ACA, ACCA or CIMA). » Qualified to degree level with appropriate post qualification experience. » Evidence of continuing relevant professional and personal development. 	<ul style="list-style-type: none"> » Postgraduate or equivalent qualification.
Experience	
<ul style="list-style-type: none"> » Reporting experience in the charity sector. » Management skills developed at a senior level in a large and complex organisation. » Experience of working across multidisciplinary functions. » Comprehensive understanding of budgeting, cash flow forecasts, consolidated and entity accounting in a Group organisation. » Detailed knowledge and experience of preparing from trial balance, statutory accounts for both company and charitable entities. » Experience of internal audit processes and procedures. » Undertaking investment appraisals and project due diligence. » A track record of delivering and meeting performance targets. 	<ul style="list-style-type: none"> » Experience of the independent school sector. » Experience of private sector investments and fund raising. » Experience of systems assessment, development and implementation. » Track record of assessing risk in the financial environment. » Experience of change management and people development. » Experience of working across multiple entities and physical sites.

Head of Management Finance

Person Specification continued...

Essential	Desirable
Skills, Competency and Disposition	
<ul style="list-style-type: none">» Strong financial management skills.» Strong financial planning skills.» Excellent IT skills especially in Microsoft Office systems (Excel, Word, Powerpoint).» Ability to build complex financial models.» Clear analytical skills to provide robust data and analysis.» Capacity to work under pressure and to meet deadlines and organisational priorities.» Able to demonstrate the ability and resilience to operate effectively in a challenging environment.» Excellent communication skills both written and oral.	<ul style="list-style-type: none">» Experience in using PowerBi, iSAMS and iFinance.» Experience of means-tested assessment of bursary funding applications.» Experience of robust KPI reporting.

Head of Management Finance



The Malvern Qualities

All staff are expected to model and promote our Malvern Qualities which are:

- » Resilience
- » Self – Awareness
- » Open-mindedness
- » Kindness
- » Collaboration
- » Risk-Taking
- » Curiosity
- » Ambition
- » Independence
- » Integrity
- » Humility

Hours and Benefits

35 hours per week, Monday to Friday. However, a flexible approach to hours is required.

- » 25 days' holiday per annum plus public holidays.
- » Contributory pension scheme with Scottish Widows (successful candidates will be auto enrolled after successfully completing 3 months service).
- » Generous membership terms (family and personal) for the College Sports Facility.
- » Fee concessions for staff children at The Downs Malvern and Malvern College.
- » Free on-site parking.
- » Cycle-to-Work scheme.
- » Free access to the Malvern College Library.
- » Death in Service Insurance cover and Personal Accident Insurance cover.

Application Process

Full details of working at Malvern College and our Application form can be found on our website:

www.malverncollege.org.uk/Job-Vacancies

Applications should be submitted by no later than **Friday 10 December 2021.**

Longlist interviews will be held remotely on **Wednesday 15 or Thursday 16 December 2021.**

Shortlist interviews will take place at the School on **20 December 2021.**

If you have a query regarding the application process, please contact the Human Resources team either via email humanresources@malverncollege.org.uk or by phone **01684 581647.**

Head of Management Finance



General Requirements

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Malvern College's legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Malvern College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Malvern College exists to provide a quality all round education for pupils aged 13 – 18 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.