



GROUP FINANCE DIRECTOR

The United Westminster and Grey Coat Foundation is a historic charity comprising three independent schools, Emmanuel in Wandsworth, Queen Anne's School in Caversham and Sutton Valance School in Kent, this forms the UWGCF Charity.

It also supports two single academy trusts, namely The Grey Coat Hospital and Westminster City School both situated in Westminster with a long history with the Foundation. Both academies are separate entities.



The Foundation Office is found on the Westminster City School site. The Foundation educates over 4000 pupils, with 860 staff and a turnover of more than £66m. The Foundation is led by a Board of Trustees with significant delegation to the five effective governing bodies with respect to individual schools' strategy, budgets, approach to VAT and fees in advance and terms and conditions of employment.

<https://westminstergreycoat.org/>

The Group Finance Director holds a key role in the executive team in the Foundation Office of the Charity. They are accountable for all matters relating to the UWGCF Charity finance, including the oversight of school income, endowment investments, loans, subsidiary companies, VAT, and the leadership of the Foundation finance team. To succeed in the job, the post holder needs to build effective working relationships with independent school bursars and finance teams and link effectively with the Business managers in the state funded academies.

The UWGCF is a complex organisation, and the post holder will need to demonstrate a high level of communication and interpersonal skills, the ability to build effective and supportive working relationships with other and be prepared to engage fully in the work of the Foundation. This may mean working outside of normal working hours but most importantly means communicating and work with colleagues as part of the team.

Initially they will report to the Chair of Trustees, although following a Governance Review and further work on Foundation Strategy, the Trustees may appoint a Foundation CEO. In the meantime the Foundation Office is led by a joint executive comprising three executives: Director of Governance and Operations, Director of HR, and Director of Finance.

Main purpose of the job:



The post holder is accountable for the oversight and management of the Foundation's investment portfolio, private placement investment, the introduction of VAT on school fees and systems to deliver group VAT and the investment side of the Foundation property portfolio. The Foundation has a significant property portfolio, and the FD will take responsibility for all aspects of the valuation and costs associated with the properties.



The Finance Director will service the Finance and Property Committee meetings, working closely with the Chair of the committee to oversee the Foundation finance. They will attend all school Finance Committee meetings, ideally attending in person.

They will ensure smooth operation of the income, treasury, cash flow, VAT and expenditure of the schools and Foundation office, within the UWGCF Charity.

The charity is subject to significant compliance reporting relating to the business and staffing and the FD will be accountable for ensuring that compliance reporting is fully met. This includes ONS returns, providing the financial analysis for gender pay gap reporting requirements, apprenticeship levy and any future pay gap reporting.



To ensure that consolidated accounts are prepared for the Foundation’s schools’ subsidiary charities. To provide support and advice to the Business Managers and Finance Committees of the single academies, ensuring that the academies meet the financial requirements of the ESFA.

To actively manage the annual audit process and prepare the financial aspects of the Foundation’s Annual Report.

To lead the Foundation Office finance team, undertaking probationary review, managing performance, and ensuring that the Performance Appraisal policy and process is undertaken for the benefit of finance colleagues.

They must maintain strong relationship with the Headteachers, Bursars and School Business Managers for the schools in the group, ensuring that the Group finance systems and outsourced payroll operate effectively.

Key relationships:

The Finance Director is part of the Executive team working closely with the Director of HR and the Director of Governance and Operations within the Foundation Office and reporting to the Chair of Trustees. The FD will work closely with the Academy Business Managers and Independent School Bursars, providing challenge, advice, and support. The post holder will develop strong relationships with Trustees, members of the Finance and Property Sub-committee and the Chairs of School Finance Committees. Additionally, the Finance Director will oversee the small subsidiary charities and organise the annual general meetings of these, manage and submit the accounts.

Reporting to:	Chair of Trustees
Accountable to:	Finance and Property Committee of Trustees
Working with:	Director of Governance and Operations Director of Human Resources
Managing:	Finance Project Manager, Finance Manager 2 x part-time finance officers.



Principal responsibilities:

1. *Foundation wide*

- To provide proactive strategic guidance, leadership, and management of the Group finances, advising the Trust Board and appropriate committees on all financial matters relating investments, the property portfolio and private placement.
- To be responsible for the Foundation Office budget, taking a lead role in developing, setting, and monitoring the Foundation budget.
- Maintain and develop investment, borrowing and tax planning arrangements ensuring that the mandate schedule is maintained and that Trustee investment instructions are followed in a timely manner.
- Ensure timely preparation of the Foundation's consolidated revenue and capital budgets, financial forecasts, and statutory accounts.
- To provide advice, support and challenge to School Bursars/Directors of Finance, Academy Business Managers, and the respective finance committees in monitoring their annual budgets, and short, medium, and long-term financial plans.
- Monitor cash and ensure it is invested in appropriate investment vehicles in a timely manner.
- Treasury management.
- Month end reconciliation.
- Assist the Director of HR with the overview of the Foundation payroll contract and undertake approvals for the Foundation Office payroll.

2. *Compliance*

- Ensure that appropriate financial policies and procedures exist and are adhered across the Foundation Office and schools.
- Monitor changes to accounting practices to ensure that schools are prepared and adhere to such changes.
- Company Secretarial functions and maintaining accurate and up-to-date records with Companies House.
- Contribute to the risk register and risk management work.

3. *Payroll, pensions, statutory reporting*

- With the Foundation HR Director, to be responsible for the outsourced payroll and pension administration for the Foundation, operating with the payroll provider, pension providers, including TPS and LGPS, The pensions Trust and APTIS (for teachers in independent school)
- To be responsible for statutory reporting drawn from payroll data including Gender Pay Gap data and Office for National Statistics returns – ensuring that return deadlines are met.
- With the Director of Governance and Operations ensure that Get Information About Schools is maintained.

4. *Foundation investments and property portfolio*

- With the direction of the Finance and Property Committee and appointed fund managers, oversee the management of the Foundation Investment portfolio and property portfolio, ensuring that interest payments are met in a timely way.
- Develop a property strategy for the Foundation's various properties and implement improvements to property management.



- Working with Bursars – keep an oversight of the school and academy building programmes and master plans, ensuring that proposals are clearly specified and when awarded that funding is available for delivery.
- 5. Finance and Property Committee and School Finance Committees**
- Prepare documents for and attend the Foundation Finance and Property Committee.
 - Attend School Finance Committees providing advice and guidance (clerking is undertaking separately).
 - Manage the consolidation of accounts and financial reporting.
- 6. Foundation Office Finances and Team**
- Manage and support the work of the Foundation Office Finance team, ensuring that all relevant people management policies and procedures are followed.
 - Overseeing treasury, cash flow and income and expenditure.
 - Provide budgets and budget reporting for Foundation Office budgets.
- 7. Future development**
- Make an active contribution to the financial aspects of the Multi-Academy Trust Project currently taking place within the Foundation.
- 8. Executive Team**
- With other executive team members, engage fully with the effective executive leadership of the Foundation.
 - This will include maintaining a general overview of Foundation operations, where disciplines interface and contributing to the finance aspects of development projects. At times, taking on aspects of work, which might ordinarily fit into the portfolio of another executive.

The Person:

Qualifications:

- Fully qualified accountant (ACCA/ACA/CIMA/CIPFA)
- A record of recent and relevant professional development

Knowledge, Experience and Skills:

- Proven experience in charity Group finance management
- Knowledge and understanding of Academy financial management an advantage.
- Experience of leading the strategic financial planning of a complex organisation, charity, or school group.
- Experience of working effectively as part of an executive team.
- Excellent working knowledge of complex accounting concepts and the ability to communicate financial information clearly and simply.
- Experience of compiling statutory accounts.
- Experience of supporting a group audit.
- Experience of using accounting systems and software to drive efficiency. The Foundation uses the iFinance system.



- Knowledge of the ESFA and financial requirements of the Academies Handbook.
- Understanding of Company and Charity Law.
- Experience and knowledge of payroll and pensions management.
- Highly effective negotiation, networking, and persuasive skills.
- Skills in moving seamlessly from strategy to operations and the ability to deliver operationally.

Behaviour and values

- ✓ A collaborative and team-working approach focussed on improvement and supporting the vision, values, and objectives of the organisation.
- ✓ Able to work effectively with co-executive colleagues without ego.
- ✓ Proactive approach to tackling issues, using own initiative to trouble shoot issues independently.
- ✓ Flexible and able to adapt and prioritise appropriately.
- ✓ Commitment to equality and transparency and demonstrating those in every day working.
- ✓ Commitment to appropriate professional standards, including core policies relating to equality and diversity, child protection and safety.
- ✓ Flexible and able to adapt and prioritise appropriately.
- ✓ Tackling responsibility for producing accurate results, working with diligence, focus and pace.
- ✓ Open-minded and able to provide accurate, honest, and constructive advice and guidance.
- ✓ Has a genuine interest in and understanding of the schools and education sector with a clear commitment to ensure the best possible resources, provision and outcomes for children and young people.
- ✓ Demonstrates effective communication skills.
- ✓ A can-do attitude.

Personal Attributes

- Organisationally sensitive and perceptive, with a genuine interest in people and a commitment to facilitating collaboration between people and demonstrating an inclusive style of leadership.
- Politically aware with the sensitivity to make progress with school leaders in complex policy areas where significant responsibilities have been delegated to local governing bodies and their Head.
- Friendly and approachable with a high level of emotional intelligence and the ability to work well with colleagues at all levels and from a diversity of backgrounds.
- An analytical, flexible, and innovative thinker with the intellectual capacity and resilience to undertake a demanding workload and handle a diverse number of initiatives.
- A profound commitment to education as a vehicle for social mobility and to working with children and young people from all backgrounds.
- An understanding of and a commitment to safeguarding children and young people.
- A commitment to equalities, inclusion, and diversity.
- A commitment to the Christian ethos and principles of the Foundation.
- Professional and personal integrity.



If you would value an informal conversation, please email anne.hudson@uws-gch.co.uk



How to apply:

Email your CV and a covering letter explaining why you want to apply for the job and how your experience, knowledge and skills meet the requirements of the post, to enquiries@uws-gch.co.uk.

Closing date: 1st October 2024

Shortlisting: 3rd October 2024

Shortlisted applicants will be required to complete an application form, in accordance with safer recruitment requirements and references will be taken in advance of interview.

Interview: Likely to be 10th October 2024

The Package

- Competitive salary
- Pension scheme – 12.8% employer contribution, 6.7% minimum employee contribution
- Cash health care plan.
- 50% contribution to private medical insurance fees
- 30 days holiday per year plus bank holidays
- Hybrid working pattern.

Safeguarding:

The Foundation is committed to the safeguarding of children and young people. Applicants for this role will undergo an enhanced DBS check and be required to undertake regular safeguarding training. During the selection process, the Foundation will be undertaking a social media check as part of the due diligence process.

