



## **JOB DESCRIPTION**

**JOB TITLE:** Chief Finance and Operations Officer

**RESPONSIBLE TO:** Head

**DEPARTMENT:** ExCo

**DATE OF ISSUE :** January 2025

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### **Main Purpose**

Oversee the Finance and Operations functions of the School and be responsible for strategic financial decisions to ensure long term financial viability. To ensure that the appropriate processes, controls, structures and skills are in place to meet the needs of the Governing body and the Executive Committee in terms of statutory obligations, management intelligence, strategic development and planning, reporting and operational efficiency.

### **SPECIFIC ACCOUNTABILITIES**

#### **Strategic**

- As a member of the Executive Committee, contribute to the overall direction of the School through horizon scanning, budgeting, forecasting, and reporting to deliver a business plan to ensure a robust response to future risks and opportunities.
- Design and deliver an improved financial performance from the school and its trading arm in both the short and the longer term through diagnosis of financial data, cost saving initiatives and performance trends to ensure long term sustainability.
- Develop short-term and long-term cash flow models to ensure a fully integrated and considered set of projections and reporting with respect to the P&L, balance sheet and cash flows.
- Keep all aspects of the school's plans in focus by deftly challenging ExCo and Board members to overcome internal inconsistencies across the different elements of the school's activities if they exist.
- Lead the financial aspects of capital investment and commercial projects chairing the decision-making body that assesses all capital requests and apportions funds accordingly.
- Provide leadership for other financial projects as agreed by ExCo and/or Governors.

#### **Financial Reporting & Compliance**

- Advising on general financial policy within the School.



- Forecast for the future financial performance of the School and lead the setting of the annual budgets (and associated KPI targets) and the preparation of timely and accurate management reporting and financial information to Governors, ExCo and budget holders whilst ensuring compliance with statutory reporting obligations.
- Monitoring income and expenditure in relation to the budget and presenting regular management reports to the Governing Body.
- Forward thinking in relation to all aspects of risk management and compliance, including current and future legislation.
- Advising on the financial implications of the charitable status of the School.
- Advising on the development and allocation of scholarship and bursary funds.
- Seeking 'best value' for the School.
- Ensuring quality and fitness for purpose of all goods and services purchased for the School.
- Within guidelines agreed with the Governors determining the level of payment and wages.
- Own the organization's risk register on behalf of ExCo and the Governors to ensure all risks are identified and mitigated.
- Manage School insurances to ensure appropriate levels of cover are in place.
- Be the school lead for Finance & General Purposes Committee meetings and fulfil all responsibilities of the Company secretary Role.
- Ensure appropriate internal controls and financial procedures are in place to ensure compliance with all financial laws and regulations.
- Lead and mentor the Finance team.
- Maintain professional development including an up-to-date knowledge of accounting standards and financial trends affecting the independent school sector.
- Ensure, via the Finance Business Partners, that the school finances and budgetary processes are transparent and inclusive and understood by department heads.
- Provide strategic leadership and guidance to the Finance Team and ensure their skills are developed to meet the ongoing needs of the organisation.

### **Operations**

- Line manage the Director of Operations
  - Ensure the daily efficient running of School events
  - Ensure the Bryanston experience is positive and welcoming
  - Oversee the external catering contract
  - Ensure that pupils, staff and visitors are well catered for and that all requirements for hygiene and food safety are met
  - Continuously improve the delivery of services in the FM functional area



- Ensure Bryanston is a place of work that is safe and healthy, and that all regulatory and statutory demands are met
- Lead on property asset surveys and management planning
- Ensure that all the School's buildings and the Estate are maintained to a high standard
- Ensure the highest housekeeping standards are achieved and that the fabric and fittings within the School's buildings are kept in good order
- Formulate, implement and monitor the School's policy to comply with the requirements of H&S legislation and ensure that risk assessments are compiled where appropriate
- Ensure that the Estate's responsibilities as landlord and tenant are fulfilled.

### **Compliance & Clerk to Governors**

- Line Manage the Head of Compliance and Clerk to the Governors
- Ensure compliance with all statutory, legislative and policy requirements of an independent school and its commercial subsidiary
- Support the Head of Compliance in their role as Data Protection Officer
- Ensure the application of best practice governance standards to school governance and that the Governing Body is fit for purpose to support the Executive in the development and delivery of its strategic ambition.

### **External Stakeholders**

- Manage third party relationships and procurement processes, identifying opportunities for cost-saving initiatives through review of contracts etc.
- Ensure finance customer service levels and response times for colleagues, parents and suppliers are clearly defined and achieved.
- Work closely with the Chief Innovation Officer to ensure that all IT systems efficiently meet business requirements.
- Establish and maintain good relationships with external partners and stakeholders, including representing Bryanston at external financial events.
- Lead the assessment of fee remissions, working closely with Marketing, Admissions and the Head.

Operate in accordance with School's policies and procedures as detailed on the School's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the School's Health and Safety policy and the Health and Safety at Work Acts.

*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.*



**PERSON SPECIFICATION:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified accountant (ACA, ACCA, CIMA or equivalent) with significant senior finance leadership experience.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Having a senior role in, or leading, the finance function in a premium service led SME.</li> <li>▪ Played a leading role in successfully navigating difficult and challenging economic circumstances.</li> <li>▪ Developing new financial strategies which lead to enhanced revenues or reduced costs and business growth during periods of significant change.</li> <li>▪ Driven significant organisational performance improvement evidenced through key performance indicators (KPIs).</li> <li>▪ Managed treasury - and specifically banking relationships – for the benefit of the bottom line and balance sheet.</li> <li>▪ Diagnosing financial data, trends and models to inform strategic direction.</li> <li>▪ Influencing a wide variety of senior stakeholders.</li> <li>▪ Managing a large team.</li> <li>▪ Leading meetings with senior team members.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate broader management/leadership experience beyond pure financial accountability.</li> <li>• Understanding of charity finance and governance requirements.</li> <li>• Experience in the independent schools, education, or not-for-profit sectors.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of cashflow modelling and management and its application to strategic decision making.</li> <li>• Capital investment appraisal and planning.</li> <li>• Financial modelling and advanced Excel with ability to run multi-variable scenario analysis.</li> <li>• Diagnosis and delivery of continuous improvements in a finance function.</li> <li>• Best in class financial reporting and compliance (including tax).</li> </ul>	
<b>Behavioural competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to deadlines.</li> <li>• High level of personal integrity.</li> <li>• Understand the importance of confidentiality, tact and discretion.</li> <li>• Suitable to work with children.</li> </ul>	



*Bryanston is committed to celebrating diversity and a culture of open-mindedness and inclusion. We welcome, respect and value people of different ages, gender identities and faiths; with different types of families, sexual orientations, cultural backgrounds and disabilities. We stand against everything to do with discrimination and promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance.*

*The welfare of Bryanston pupils is of paramount importance. The School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment. The postholder for this position will be engaging in regulated activity and, as such, assumes a shared, though no less significant, responsibility for ensuring that our pupils are robustly and appropriately safeguarded at all times.*

*All successful job applicants will be required to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.*

*Candidates should be aware that, in line with Keeping Safe in Education guidance, Bryanston undertakes online searches on all candidates that reach the interview stage as part of our due diligence checks.*

### **Salary and Benefits**

Competitive remuneration package including competitive salary and benefits as follows:

- 5 weeks holiday entitlement plus bank holidays
- Life assurance at 3x salary
- Private medical insurance
- Pension contributions
- Free gym membership and access to all sporting facilities on site
- Free meals catered to an exceptional standard by the school.
- Free parking onsite
- Discount on Bryanston's Arts Calendar, including productions, concerts and shows
- 10% Discount in the Bryanston Shop
- Bryanston Loyalty Card: discounts with a range of local independent retailers
- Flexible benefits package including dental insurance, bike scheme and Employee Assistance Programme.

### **Hours of work**

Year -round

The appointee will be expected to work a 37.5-hour week: Monday to Friday 08.30 – 17.00, however, in line with the responsibility of the role, there may be occasions when additional hours will be necessary for the completion of the duties of the position.

### **Holidays**

5 weeks holiday pro rata per annum in addition to Public Holidays, of which up to 4 days may be designated to be taken over the Christmas period, normally in the period between 24<sup>th</sup> December and 1<sup>st</sup> January.

### **Medical Fitness**

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

### **Criminal Background Checks**

As a School, Bryanston requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a



previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. The School's policy and procedures concerning safeguarding and child protection and the recruitment of ex-offenders and security of disclosure information can be found on our web site: <https://www.bryanston.co.uk/page/?title=Policy+Documents&pid=12>

In addition, all new employees are required to provide two satisfactory references, one of which should be from a current or previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> and a copy of the Code is available upon request or from the Home Office web site: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>

## **Applications**

The closing date for applications is Sunday, 22 March 2026 and interviews are likely to be held shortly thereafter.

All applicants are asked to submit an online application form via the Bryanston website together with a letter of application and the names and addresses of two referees who may be contacted prior to interview. This is designed to provide comparable information on all candidates, and may be accompanied by a letter of application. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment.

All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient.

- Two forms of original identification, i.e. passport, current photo card driving license or old-style paper driving license, passport or a full birth certificate.
- Proof of address documentation, i.e. a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, e.g. marriage certificate, to confirm change of name.
- Proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

For further information on the recruitment process and relevant policies, please visit our web site [www.bryanston.co.uk](http://www.bryanston.co.uk).