



## **Director of Finance**

### **Reports to: Headteacher; Chair of Governors**

#### **Purpose of the Role**

The Director of Finance is a key strategic leadership role responsible for ensuring the long-term financial sustainability, operational effectiveness and regulatory compliance of the School.

Working closely with the Headteacher, Governors and Senior Leadership Team, the Director of Finance will provide strategic financial leadership, commercial insight and operational support to help deliver the School's vision and strategic priorities.

The postholder will lead the School's financial operations, oversee robust governance and risk management processes, and contribute proactively to the wider life and development of the School.

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#### **Key Responsibilities**

##### **Strategic Leadership**

- Work in partnership with the Headteacher and Board of Governors to develop and deliver the School's long-term financial strategy
- Contribute to the wider strategic direction of the School as a senior leader and trusted adviser
- Provide commercially focused insight and recommendations to support effective decision-making and sustainable growth
- Identify opportunities to improve financial performance, operational efficiency and income generation
- Support the School in responding effectively to changes within the educational, political and economic landscape

##### **Leadership and Management**

- Lead, manage and develop the finance function, ensuring high standards of performance, professionalism and customer service
- Foster positive and collaborative relationships across teaching and support staff teams
- Ensure finance staff are appropriately supported, developed and appraised in line with the School's professional development processes
- Participate fully in the wider life of the School, including events and activities where appropriate
- Provide holiday cover and emergency support as required

##### **Financial Management**

- Advise the Headteacher and Governors on all aspects of financial strategy, planning and performance
- Prepare and manage the annual budget and rolling three-year financial forecasts
- Monitor cash flow, reserves and asset management to ensure financial stability
- Produce accurate and timely management accounts, budget monitoring reports and financial forecasts for Governors and senior leaders
- Oversee the preparation of statutory accounts and manage the annual audit process
- Ensure robust internal financial controls and risk management procedures are in place, including fraud prevention measures
- Oversee payroll and pension administration
- Manage fee billing, income collection and debtor management processes
- Support bursary assessment processes and provide recommendations regarding means-tested awards
- Analyse fee levels, benchmarking data and pricing strategies to support future planning
- Advise on taxation matters including VAT, benefits in kind and other financial compliance requirements
- Prepare quarterly VAT returns
- Manage relationships with banks, auditors, insurers, legal advisers and other external professional services
- Oversee borrowing arrangements and ensure compliance with banking covenants where applicable
- Manage insurance provision and annual renewals
- Oversee the management of Early Years funding
- Manage council tax and business rates matters, including applications for reliefs and rebates where appropriate

## **Governance, Compliance and Risk**

- Act as Company Secretary and ensure compliance with all relevant charity and company law requirements
  - Ensure all statutory filings are completed accurately and on time, including Companies House and Charity Commission returns
  - Attend and contribute to meetings of the Governing Board and relevant committees
  - Act as the lead contact for relevant external bodies including ISI, ISBA, IAPS, ISC and Buckinghamshire Council where relevant to the role
  - Support the School's approach to risk management, regulatory compliance and operational governance
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## **Working Pattern**

The School recognises the importance of flexible working and welcomes applications from candidates seeking either a full-time or part-time opportunity.

There is scope for flexibility during school holiday periods, subject to the operational needs of the School and key reporting deadlines.

The School is open to discussing working arrangements with the successful candidate in order to secure the right long-term appointment.

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## **Safeguarding**

Thorpe House School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo appropriate safeguarding screening, including an enhanced DBS check.

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## **General**

This job description is not intended to be exhaustive. The responsibilities and duties of the post may be reviewed and amended from time to time in consultation with the postholder to meet the evolving needs of the School.