



# ROYAL GRAMMAR SCHOOL

## Newcastle upon Tyne

### HEAD OF FINANCE Required from October 2024

We have an exciting opportunity for a highly motivated and proficient Head of Finance to join our Finance and Operations Team and play a pivotal role in the continued success of the RGS Newcastle. The Head of Finance will manage a team of three and will report to the Director of Finance and Operations.

The Head of Finance will support the Director of Finance and Operations with the delivery of the school's financial and operational objectives. They will have day-to-day responsibility for the smooth running of the finance systems and functions, ensuring adequate processes and controls are in place. This will include billing, purchase ledger, trading activities, VAT and compliance with statutory obligations such as tax, Charity Commission and wider legal obligations. They will deputise in the absence of the Director of Finance & Operations on all financial matters. The Head of Finance will be an active participant and contributor to the Finance and Operations team and work collaboratively across the whole school although key relationships will be with the Head of Facilities and Estates, the Head of HR, as well as the Senior Leadership Team (SLT) and School Trustees.

**Hours:** This is a full-time, permanent post. The normal working hours will be 37.5 hours per week, Monday to Friday, (7.5 hours per day) all year round, with a 30-minute unpaid lunch break. The core hours for this role will normally be 8.30am until 4.30pm, however there will be occasions in which the Head of Finance is required to be flexible regarding start/end times to support key functions of the school i.e. training.

**Salary:** A competitive salary will be offered for this role in the range of £50-60k per annum and will reflect the experience and skills offered by the successful applicant. RGS staff salaries are reviewed on 1<sup>st</sup> August each year.

RGS is proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All posts are subject to pre-interview referencing, internet searches and pre-employment checks including an enhanced DBS check with children's barred list check.

#### CLOSING DATE

9.00am Wednesday 21<sup>st</sup> August 2024

#### TO APPLY

For full details please see [www.rgs.newcastle.sch.uk/join-us/work-for-us](http://www.rgs.newcastle.sch.uk/join-us/work-for-us)

#### CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

