

HEAD OF FINANCE
JOB
INFORMATION



RGS



RGS

HEAD OF FINANCE

Newcastle upon Tyne Royal Grammar School

Required from October 2024



THE POSITION

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 successful candidate 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 and Operations on all financial matters.

The successful candidate 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.



Job Description: Head of Finance

Closing Date: 9.00am Wednesday 21st August 2024

Contact: Rachel Amey (DFO) dfo@rgs.newcastle.sch.uk



THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



THE TEAM

The Head of Finance will lead a small Finance team consisting of an Assistant Accountant, a Senior Finance Assistant and a Finance Assistant.

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MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of Finance and Operations (DFO), the principal duties of this position are to oversee the efficient operation of an extremely busy Finance Department. Responsibilities include:

- Providing high quality line management and support for the Finance Team.
- Preparing annual Statutory Accounts, Management Accounts (currently prepared Termly), Budgets, Plans and Forecasts for the School, its Trading subsidiary, and The Educational Trust.
- Preparing financial models as required by the DFO and Governors including cashflow forecasts and income scenarios.
- Tracking KPIs and producing reports on trends, comparative analysis, competitor performance and local and wider markets.
- Responsibility for all aspects of payroll and pension– including overseeing the monthly payroll and pension uploads, calculating any required adjustments, and ensuring regulations are met.
- Overseeing business continuity of the Finance Department, including working collaboratively with team members to ensure that guides/manuals for all procedures/processes are prepared and maintained.
- Managing, with the DFO, the School's relationship with the bank, auditors, statutory and regulatory bodies, and providers of financial services (e.g. investment managers, lenders).
- Ensuring compliance with governmental and statutory oversight bodies and regulations on tax, Gift Aid, VAT and other HMRC requirements.
- Alongside the Compliance Officer, ensure all required filings (e.g. Charity Commission, Companies House) and census/benchmarking submissions are accurate and submitted on time.
- Oversee all financial systems (Accounts IQ, Bursary +)
- Review and assess bursary awards in conjunction with the Head of Bursary Support.
- Attendance at relevant meetings with Governors as required.
- Supporting the DFO and Governors with long-term scenario planning and detailed proposals for the long-term development of the school.
- Overseeing the budget and forecasting processes and ensuring budget holders are aware of relevant procedures.
- Evaluation of investment opportunities and potential returns.
- Undertake any other duties as requested that are commensurate with the responsibilities of the post as may reasonably be requested by the DFO.

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QUALIFICATIONS & EXPERIENCE

The following are essential:

- Qualified Accountant with at least five year's post-qualification experience, including delivery of annual/statutory accounts.
- Extensive experience providing management accounts and financial analysis to Senior Leaders.
- Experience in developing financial plans and budgets.
- Experience of managing and developing a team and ensuring excellent performance through training, appraisal, and leadership.
- Experienced in working in a fast-paced environment and able to work to tight deadlines.
- Analytical, careful and thorough in preparing figures, reports and business cases.
- Proficient in Microsoft Office packages, including advanced Excel knowledge/skills.

The following are desirable:

- Experience of working in a charity or similar environment.
- VAT accounting experience
- Payroll experience



PERSONAL QUALITIES

The following are essential:

- Confident communicator, with excellent written and verbal communication skills.
- Organised with an ability to self-plan and prioritise workloads, along with planning work schedules for others.
- Able to demonstrate strong attention to detail.
- Must be able to respect utmost confidentiality in respect of all information relating to this post and be seen as a role model for our school values.
- Ability to work as part of a team and establish good working relationships at all levels, including external providers, legal and professional advisors, and internal colleagues/parents.
- Ability to work with senior members of staff and demonstrate tact and diplomacy at all times.

The following are desirable:

- Ability to think 'outside the box'.
- Show initiative to deal proactively with any situation that develops.
- Knowledge of iSAMS, our school management information system.



LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

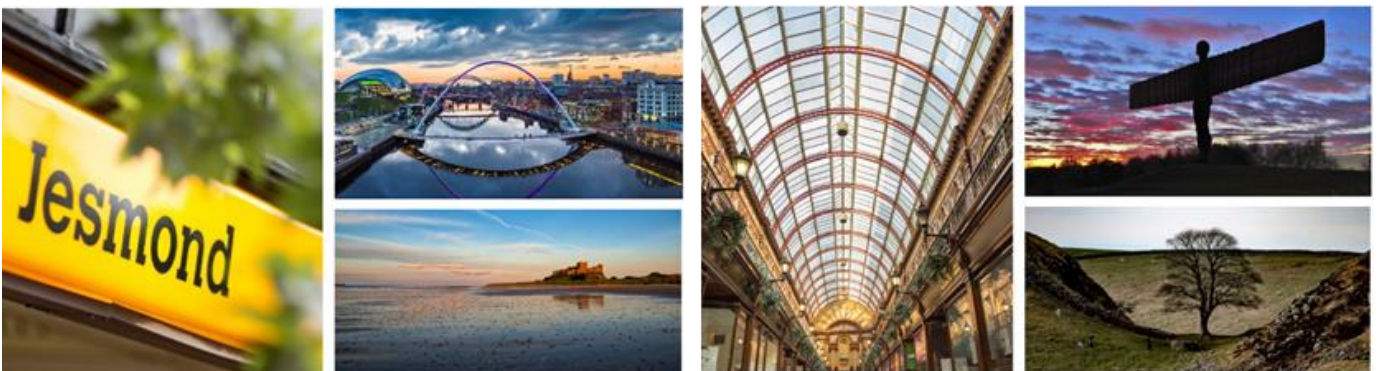
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- Start date: We expect the role to start Mid-October 2024 pending completion of the successful candidate's pre-employment checks.
- The post will report to the Director of Finance and Operations.
- This is a full-time, permanent role with the school.
- The successful candidate will be required to work all staff training days throughout the academic year.
- The successful candidate will also be expected to work the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year).
- The successful candidate will also be required to work limited special events e.g. Open Day.
- 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.
- 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 1st August each year.
- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.

WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.



- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made to Rachel Amey (Director of Finance and Operations) in the first instance. For an informal chat about the post, contact Rachel Amey on 0191 281 5711 or email dfo@rgs.newcastle.sch.uk.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Wednesday 21st August 2024

Interviews are likely to be held Tuesday 03rd September 2024

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are 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 encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

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CONTACT DETAILS

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

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



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