

Candidate brief for the position of

# Head of Finance

## The School

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Established in 1947, Bassett House School is a vibrant and successful, non-selective IAPS preparatory school based in Notting Hill. We are small enough to be bespoke but big enough to thrive, with up to 180 boys and girls, aged 3 to 11, educated across three sites in W10. The school has an excellent reputation locally and in its February 2024 Independent Schools Inspectorate report received the highest accolades across every aspect of its work, including a 'significant strength' in recognition of its pupils' social education and their contribution to society.

The school fosters an environment that challenges, encourages and nourishes the growing minds of all its pupils. As a member of the Dukes Education family, we also know there's power in the collective. Our pupils benefit from the constant sharing of best practice among Dukes schools.

## The Role

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The Head of Finance plays a critical role in ensuring the school's financial stability and success. They are responsible for the day-to-day operation of the financial systems within the school. They will work closely with the Head and Finance Director to develop and manage the school's budget, oversee all financial operations, including accounting, payroll, and financial reporting.

The role involves strategic planning, forecasting, and analysis to support the school's long-term goals and aims of the school improvement plan. The Head of Finance will ensure compliance with relevant financial policies and will manage the Finance Assistant. Additionally, they will be a member of the school's Senior Leadership Team and will play a key role in contributing to decisions on resource allocation, capital investment and site development to enhance the educational experience for all Bassett pupils.



# Key Duties & Responsibilities

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- › Be responsible for the school's finance function, management and year end reporting, and control effectively both accounts receivable and accounts payable
- › Design and implement effective finance policies and procedures to help drive the development of finance, working with the Head to lead change and transformation across the school
- › Produce monthly management accounts and reports for the school, including the consolidated profit and loss account and the balance sheet, providing a detailed analytical commentary
- › Produce timely statutory and internal financial reports, together with the co-ordination of audit schedules and liaison with auditors as required.
- › Prepare and present the finance schedules and forecasts required for the monthly review and quarterly governance meetings with Dukes
- › Maintain the financial ledgers and accounting processes and ensure that appropriate financial controls are adhered to, with reference to the Dukes' Finance Manuals
- › Manage all aspects of the accounts receivable process, including the raising of billing, managing direct debits and school fee plans, and liaising with parents directly on outstanding debts due in accordance with credit control policy
- › Manage all aspects of the accounts payable process, including ensuring the authorisation of invoices prior to payment, the management of payment cycles and control of monthly payment runs
- › Review the month-end general ledger reconciliation
- › Control the school's cash effectively through working capital management and accurate, timely forecasting
- › Control budgets, with production of periodic reports to budget holders during the financial year
- › Collate pupil and staff statistical data for monthly reporting to Dukes
- › Oversee the monthly payroll adjustments, the submission and processing of the monthly payroll, and liaise with the payroll agency
- › Administer the group pension scheme, including reporting to the pension regulator
- › Represent the school at the quarterly bursars' meeting to report on performance and share best practice
- › Manage the hardship fund bursary programme, liaising with parents and obtaining authorisation for hardship claims
- › Line manage the Finance Assistant and develop their financial capabilities
- › Undertake ad hoc projects as and when directed by the Head and/or Finance Director

# Person Specification

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The ideal candidate will:

- › be committed to the values and ethos of Bassett House
- › work with meticulous attention to detail and accuracy in financial reporting and analysis
- › be an innovative thinker, with a willingness to challenge the status quo and drive change
- › work effectively as part of a small team and build strong working relationships with colleagues, parents, and other stakeholders
- › be adaptable and flexible in their approach to work, with a willingness to take on new challenges and responsibilities
- › possess an ability to manage multiple priorities and work under pressure to meet deadlines
- › be committed to maintaining confidentiality and handling sensitive information with discretion

# Essential Skills & Experience

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The ideal candidate will have:

- › (or be working towards), a recognised Accounting Qualification (ACA, ACCA, CIIMA) and/or relevant financial management experience, ideally in the education sector
- › exposure to preparing monthly management accounts
- › evidence of effective project management
- › experience of managing outsourced services
- › experience of iSAMS, or another comparable MIS (Management Information System)
- › outstanding IT skills
- › excellent written and verbal communication skills
- › an ability to make crucial decisions, sometimes in fast time, and will be comfortable moving between high-level strategy and day-to-day operational delivery

# Terms of Employment

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- › The Head of Finance reports to the Head and works closely with the Dukes Finance Director
- › This a full-time, year-round position, with the option to work from home during the school holidays
- › Annual salary will be dependent on experience
- › The school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with previous employers and an enhanced check with the Disclosure and Barring Service
- › Bassett House is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.
- › This post is subject to a probation period of six months. The School may, at its discretion, extend the probationary period for a further period.

# Appointment Process

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- › To apply, please write a letter of application and attach a CV detailing your relevant experience, relating this to the Key Duties and Responsibilities (page 2) and the Person Specification (page 3). Please include your current salary details.
- › All applications will be acknowledged upon receipt.
- › The closing date for applications is **Wednesday 17th July 2024** at 9.00 am. Applications should be submitted to [info@bassetths.org.uk](mailto:info@bassetths.org.uk)
- › The School reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.
- › Candidates invited to attend an interview will be asked to complete the School's application form.
- › Candidates invited for interview will be contacted by **Friday 19th July 2024**, with first-round interviews held shortly after.
- › If you have any queries about the application process or for an informal discussion about the role, please contact Fiona Holland, Office Manager at [info@bassetths.org.uk](mailto:info@bassetths.org.uk).