



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

INTERIM FINANCIAL CONTROLLER

To start late July/early August



COME AND JOIN US!

Nottingham High School has a vacancy for an Interim Financial Controller to join the School in late July/early August on a 12 month fixed term contract.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **10am on Thursday 30 June 2022**.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We were named the East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for girls and boys aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 375 girls in School, with further significant growth planned in future years.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a tenth of Senior School students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

Our support staff are a vital part of the School's success, we work hard to make Nottingham High School a place where people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)

THE SUNDAY TIMES

**SCHOOLS
GUIDE
2021**

**EAST MIDLANDS
INDEPENDENT
SECONDARY
SCHOOL
OF THE DECADE**

THE SUNDAY TIMES

**INDEPENDENT
SCHOOLS
GUIDE
2022**

**RANKED FIRST
FOR ACADEMIC
RESULTS IN THE
EAST MIDLANDS**



THE FINANCE DEPARTMENT

The Finance Department is a busy support function team of four (including the Financial Controller). Some key responsibilities of the team include management accounts, the annual audit, budgeting and forecasting, accounts payable, accounts receivable (mainly school fee collection), bursary applications and payroll.

We work with a number of external advisors across all areas of our work, key is maintaining excellent working relationships with these advisors.

The role holder will also support the Director of Finance and Operations in their role as Clerk to the Governors, including reporting to senior stakeholders and Governors on the School's finances and investments.

Key aspects of the Finance Team are attention to detail, customer service and improving processes.



THE ROLE

Primary Purpose

The Financial Controller will be responsible for the day-to-day management of the school's finance function, including managing and developing the Finance Team (three team members), producing management accounts and reports and working with heads of other departments about budget development and review. The school is looking to make the best use of human and digital resources to optimise quality and productivity and to provide an outstanding service to internal and external customers. The role therefore also offers the successful candidate the potential to make a valuable contribution to cross-functional teams working on improvement projects.

This is a whole year, full-time, office based position within our school.

Responsibilities

- Preparation of management accounts and forecast, including analytical reviews of performance and the preparation of reports for Director of Finance & Operations and Governors
- Play a lead role in the in the preparation of annual budgets and support the Director of Finance & Operations in the preparation of longer term plans and models
- Preparation of lead and supporting schedules for the audit files, and provision of assistance in preparing the statutory accounts
- Management of the iFinance accounting system, including the year-end roll forwards and close downs once the audits have been signed off
- Management of the Finance Team and their work
- Monitoring of the ledgers for accuracy, and review and sign off of monthly reconciliations performed by the Finance Team. Maintenance of appropriate financial controls. Monthly reconciliation of "intercompany" positions.
- Oversight and review of sales ledger accounts and credit control of outstanding debts
- Overseeing the fees ledger, ensuring accurate and timely billing processes
- Information on expenditure against budget to be provided to budget holders. The Financial Controller will be responsible for ensuring that these reports are timely, accurate and are properly understood and utilised by budget holders
- Support the Director of Finance and Operations with the processing, management and analysis of the school's growing portfolio of bursaries and scholarships as required
- Support the management of cash and investments
- Preparation of sector statistical returns, VAT returns, P11ds and pension filing requirements.
- Close liaison with, and provision of support to, Senior Management and the wider school community as required in a rapidly developing environment
- Support the outsourced payroll processor with the provision of monthly updates and changes.



THE PERSON

Person Specification

- The successful candidate will be a qualified accountant, and able to demonstrate the managerial and technical accounting and system skills that will allow them to operate successfully in this wide-ranging role
- An effective team leader with a collaborative style; supportive, flexible and able to make good judgements
- Understands the importance of Finance delivering outstanding customer service
- Adaptable, organised and able to work with minimum supervision
- Able to demonstrate resilience, motivation, a commitment to driving up standards of work and the achievement of excellence
- Understand the importance of confidentiality and discretion
- Able to deal with colleagues in a calm and professional manner

Experience and Qualities

- Successful track record of people management
- Advanced user of accounting software and Excel are essential
- Strong data handling and analysis skills
- Exceptional communication skills
- Ability to maintain excellent financial controls
- Able to quickly acquire new knowledge/skills
- Comfortable working in a busy environment
- Experience of change management/process improvement
- Knowledge of VAT desirable
- Knowledge of payroll processes desirable
- Experience of charity accounting desirable



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Safeguarding Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Director of Finance and Operations is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt. No standalone CVs or agencies please.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Diversity and Inclusion

We are committed to an ambitious diversity and inclusion strategy, which underpins our desire to educate all those who are best able to flourish from a Nottingham High School education, regardless of their background, and we aim to broadly reflect the diversity of the City of Nottingham and surrounding areas. Our commitment is to ensure that Nottingham High School has a culture that actively promotes diversity and inclusion. This is as much about vision and ethos as it is about curriculum, systems and events. We aim to achieve this through an open and transparent process. We aim to make an authentic investment and to encourage nuanced thinking as set out on [our Diversity and Inclusion](#) microsite.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

Application Queries

Potential candidates are encouraged to email Juliet Jones, Financial Controller on jones.j@nottinghamhigh.co.uk

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than 10am on Friday 17 June 2022.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held in early July.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team may ask to see your documents on screen before your interview starts.

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from management of independent schools
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99