

An aerial photograph of the Warwick Independent Schools campus. The image shows a large, modern school building with a prominent curved glass facade, surrounded by other brick buildings and green spaces. A large green field, likely a sports field, is visible in the background. The campus is set in a rural area with rolling green hills and trees.

APPLICATION PACK FOR THE POST OF FINANCE MANAGER

Required as soon as possible

WARWICK INDEPENDENT
SCHOOLS FOUNDATION

Independent • Co-educational 3 to 7 • Single-sex from 7-18 years



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Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Finance Manager.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

The successful candidate will join an ambitious, forward-thinking and future-centred organisation, ready to embrace both the challenges and opportunities for independent schools in the years ahead. As Finance Manager, you will have an integral role in supporting the Foundation's Finance department, ensuring that our Foundation continues to thrive.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)

Foundation Principal



About Warwick Independent Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys. These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In a new and exciting development for the Foundation, we are delighted to have welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7). Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

www.warwickprep.com

www.kingshighwarwick.co.uk

www.warwick-school.org

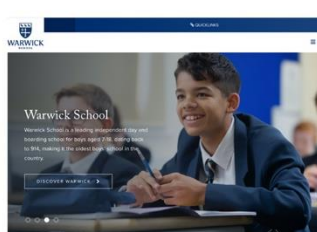
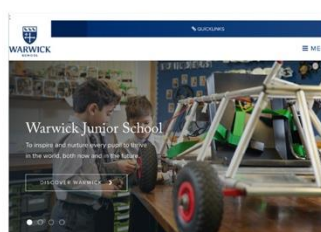
www.thekingsleyschool.co.uk

Some of the work of the schools during the recent lockdowns may be found on the following website:

www.foundationathome.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISBA



Organisational Structure

September 2020 saw the introduction of a new structure for the Foundation. For the first time in its long history, a Foundation Principal acts as CEO with direct accountability to the Board for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson, who was previously the Head Master of King's High School. The Head of each School reports to the Foundation Principal, as does the Foundation Bursar.

The Finance Manager reports directly to the Director of Finance who is part of the Professional Services Management Team, reporting to the Foundation Bursar.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3-18, the 55-acre campus boasts outstanding and cutting-edge facilities for all our pupils.

The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – has seen the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

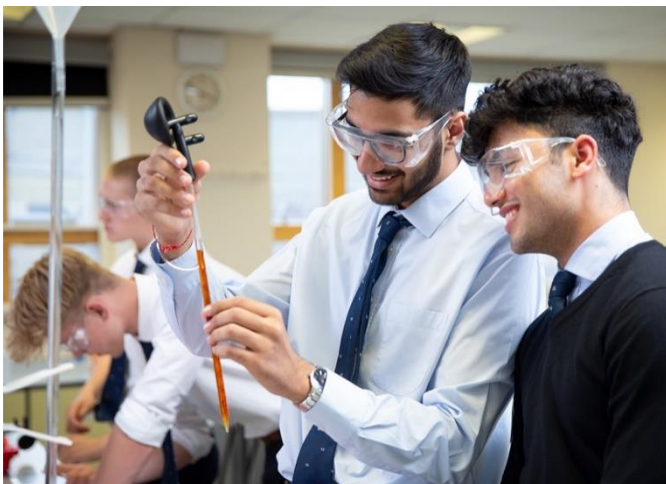
- A new home for the pupils of King’s High School.
- A new shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, four netball and five tennis courts.

- A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.
- Improved play-space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- New parking facilities and enhanced traffic management.
- New landscaping, creating a series of pedestrianised Quads.

Leamington Campus

The Kingsley School is home to over 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. 12 acres of playing fields are just a few minutes’ drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the sixth form centre.



Warwick & Surrounding area

Warwick itself is a charming, historic town, famous for its impressive castle whose soaring turrets dominate the town centre. Steeped in medieval history and a popular tourist destination, Warwick boasts a thriving social scene with many boutique shops and excellent bars and restaurants.

The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining and nightlife.

The area has excellent transport links. Leamington and Warwick both have mainline railway stations. Birmingham International Airport is just 25 minutes' drive.



The Role

We are seeking to appoint an exceptional Finance Manager who will have line management responsibility for six members of the Finance team.

The successful candidate will report directly to the Foundation Director of Finance and will both line manage and support other members of the department, responsible for the management of operational finance.

The ideal candidate will be a Qualified Accountant (ACA, ACCA, CIMA), with experience of working within a busy finance environment. They will be capable of working with a wide range of people with the ability to be flexible and adaptable in approach; well organised, with the ability to meet strict deadlines and capable of working discreetly with highly sensitive information.



Job Description

Post Title:	Finance Manager
Rate of Pay:	Competitive
Hours of Work:	37 hours per week, all year round
Location:	Based at Warwick School
Start Date:	As soon as possible
Purpose of this Job Description: The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.	
Reporting Lines:	This post holder reports to the Director of Finance. This post holder has line management responsibility for six members of the Finance Team.
Key accountabilities: Managing some and supporting all the Finance team members, the successful candidate will help develop and maintain financial operations and high financial standards within the Finance Department and analysis across the four schools. Working within agreed policies, priorities and ensuring that deadlines are met.	
Information about the team: The position will report to the Foundation Director of Finance and will line manage and support other members of the Finance department. The Finance team manages the finances of Warwick Independent Schools Foundation which includes 4 schools: Warwick School, King’s High School, Warwick Preparatory School and The Kingsley School and a trading subsidiary.	
Responsibilities: Main Responsibilities: <ul style="list-style-type: none"> ▪ Line manage six members of the Finance Team. ▪ Management of operational finance queries. ▪ Assist with the preparation of annual budgets, long-term forecasts, capital projections and cash flows for the Foundation. ▪ Review of expenditure against budgets. ▪ Modelling and benchmarking of financial data in Excel to assist with the analysis of data and aid decision-making. ▪ Assist with the preparation of the consolidated financial accounts for the Foundation, prepared under FRS102 Charity SORP, including working with the auditors. ▪ Treasury management and debt drawdown. ▪ Maintaining and development of existing financial software and reporting systems. 	

- Development of a Finance handbook.
- Regulatory assurance and internal audit, ensuring appropriate systems, procedures, processes and controls are in place.
- To assist with the completion of regulatory declarations to ensure regulatory compliance.
- Completion of statutory returns in a complex environment for the Foundation and Subsidiary.
- Ensure the continuous smooth running of the department in periods of absence (e.g. annual leave)
- To assist with any other duties to ensure the smooth running of the Finance Department as required by the Director of Finance.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy



Person Specification

Person Specification		
	Essential Criteria	Desirable Criteria
Qualification	Qualified Accountant (ACA, ACCA, CIMA). Degree level qualification or equivalent.	
Experience/ Knowledge	Experience of working within a financial management environment. Understanding of the production and monitoring of budgets. Understanding of internal Financial Reporting. External audit processes as client or auditor. Ability to identify problems and solutions. Understanding of data protection legislation and implications.	Experience of Charities SORP and Audit work. Experience of working in an education environment. Experience of using accounting system (PASS) and ODBC. Experience of managing staff. Worked within a multi-site organisation of a similar size (1,000+ employees).
Skills/Abilities	High degree of accuracy and meticulous attention to detail. Highly organised and structured. Ability to work independently and self-motivate. Ability to work to tight deadlines and calmly under pressure. Strong ICT skills. Advanced knowledge of Excel including data extraction/query writing. Excellent oral and written communication skills. Excellent team working skills including flexibility and adaptability, with experience of mentoring, supporting and developing less experienced colleagues. Ability to communicate effectively with non-financial managers. Resourcefulness and ability to manage a multitude of tasks and projects.	
Aptitude	Capable of working with a wide range of people. Flexible and adaptable. Ability to deal confidently with internal and external enquiries. Honest, trustworthy and reliable.	

	Discreet and capable of working with highly sensitive information. Empathetic. Security conscious at all times.	
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Remuneration How to apply

37 hours per week, all year.

Competitive salary

Other benefits:

- Competitive contributory pension scheme.
- 30 days annual leave plus 8 public holidays
- Staff Fee remission at our Warwick Campus.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.



Should you wish to apply for this position, please visit the vacancies page on either the Warwick School, King's High School or Warwick Preparatory School Websites, where you will find an application form.

www.warwickprep.com/job-vacancies

www.kingshighwarwick.co.uk/vacancies

www.warwickschool.org/employment-opportunities

Completed applications should be submitted by the deadline date to hr@warwickschools.co.uk

Deadline for submissions:

12 noon on Tuesday 22nd March 2022.

Interviews are anticipated to be held w/c 28 March 2022.

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position you will actively support an environment and culture that values diversity and inclusion.