

Candidate pack

# Group Finance Director

THE *Stowe*  
GROUP



# Our Vision and Ethos

## We are Change Makers

Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and colleagues have a heightened awareness of their social and environmental responsibility in preserving our unique ecosystem. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



*Anthony Wallersteiner*

Dr Anthony Wallersteiner  
**Head of The Stowe Group**

**“Our goal is to inspire pupils and colleagues to be Change Makers who will shape positive futures.”**

# THE *Stowe* GROUP

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and over 750 colleagues. The Schools occupy sites of historical significance in Swanbourne (Buckinghamshire), the market town of Brackley (Northamptonshire) and the world-famous landscape gardens at Stowe (Buckinghamshire), where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all colleagues to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.



**Stowe School**



**Swanbourne House  
School**



**Winchester House  
School**

*Stowe*

**SWANBOURNE HOUSE**  
BUCKINGHAMSHIRE

**WINCHESTER  
HOUSE** 



PROFESSIONAL

CREATIVE PROBLEM SOLVERS

KIND

FLEXIBLE

COLLABORATIVE

COMMUNICATORS

**We are  
Change  
Makers**

who are:

# Our values

## PROFESSIONAL

01

We are ambassadors for The Stowe Group to the outside world. We are proud and passionate about working for The Stowe Group at all times. Colleagues are courteous, address everyone respectfully, and are always punctual and presentable. We present a professional image by effectively prioritising, being knowledgeable in our area of expertise and following through on our work commitments and initiatives. We work efficiently to enhance the pupil and parent experience. We do not wait to be asked, we are trusted to use our initiative to see what needs to be done. We act with reliability, diligence and consistency to deliver work outcomes to high quality standards and timescales. We maintain a positive attitude and demeanour and are flexible and cooperative, possessing an open mind and are self-reflective.

## CREATIVE PROBLEM SOLVERS

02

We are adept at identifying a problem, looking for possible solutions and moving these forward to deliver the best course of action. We are committed to solving problems and completing all assigned work. Creative problem solvers are dynamic and therefore find new opportunities and solutions for problems by looking beyond current practices and using innovative thinking we are not afraid to think outside the 'box'. We are positively progressive in bringing new ideas and reinvent our processes to benefit our customers (pupils and parents) and the wider Stowe Group. As creative problem solvers we identify new opportunities to achieve goals and are willing to positively/appropriately challenge ideas or perceptions based on new information or contrary evidence which is presented. We find solutions through experimentation, imagination, questioning, collaboration and analytical methods and we look for ways to embrace technology and practical automation. We will look to acquire new knowledge, are inquisitive, and believe there is always more to learn.

## KIND

03

We act with honesty, respect and integrity in our actions and decisions. Our interaction with others enriches the working experience as we look to genuinely build and maintain the trust of others. We show respect and patience for others and their working environment at all times, even when under pressure or when having a bad day. Kindness doesn't have to be mellow or soft – in many cases, it takes courage, vulnerability, compassion, empathy, and transparency. The ability to actively listen to others, be dependable, considerate and curious all create a culture of contagious kindness. The ability to thank and celebrate the success of others encourages growth, along with offering actionable constructive feedback. We are also kind to ourselves recognising when we need to manage our own energy levels or reach out for support.

# Our values

## FLEXIBLE

04

We are able to adapt successfully and swiftly to changing situations, keeping calm and being resilient in the face of difficulties. We plan ahead and have alternative options so are ready for all challenges. We are able to think quickly to respond to sudden changes in circumstances and take on new challenges at short notice. We are open to change and will look to explore external trends to build our own knowledge and skillset. The ability to balance and juggle a busy day job is countered by being empowered to use our initiative. We are adept at dealing with changing priorities and workload and succeed through the strong support network within The Stowe Group.

## COLLABORATIVE

05

We make an invaluable and positive contribution to our immediate team and the wider Stowe Group team. We demonstrate calmness, leadership, collaboration and are great at coordinating with others to reach a common goal or outcome. We are honest, polite, and fair when working with others. We will look for ways to help others and provide assistance and encourage collaboration with other departments. We seek to find ways to empower others not to blame. We have a positive impact in the workplace and improve the positive energy level of the team. We work well and develop effective respectful relationships with a diversity of colleagues by listening and showing interest in others and their concerns.

## COMMUNICATORS

06

We are clear, concise, confident and consistent in our communication to others. We actively listen to others and know when to adapt our communication to colleagues around us, encouraging open discussions. In a team or group setting, we show respect, knowing when to take part in a discussion, remaining open-minded and allowing others to speak without interruption. We share relevant information with others to ensure they are updated and also allowed an opportunity to share their ideas and thoughts for consideration. Opportunities to simplify communication are identified and we will not shy away from offering positive challenge or questioning to others. We act with positive body language and look for the body language clues that others offer to adapt to their communication style.

# Job details

**Appointment of:** Group Finance Director

**Department:** Executive Leadership Team

**Accountable to:** Head, with direct access from time to time and as required to the Chair of the Finance Committee and the Chair of Governors

**Number of direct reports:** Group Finance Department (department of 15 roles), 5 Direct reports and 10 indirect reports

**Location:** Stowe School but regular travel to other Stowe Group schools is expected

**Salary:** Competitive

**Contact:** our recruitment partner David Stephens of Joining The Dots on 07739 457000 (or [david@davidconsulting.co.uk](mailto:david@davidconsulting.co.uk)) for an informal and confidential discussion

## Purpose of the role:

To direct and oversee all financial aspects of The Group's strategy, procedures and activities and the flow of information to the Governor Committees.

## Key Responsibilities and accountabilities covering The Stowe Group and Stowe Enterprises Ltd (SEL):

- Working as a member of The Group's Executive Leadership Team, with other key Executive managers to support the Heads in the delivery of The Group's strategic and operational plans.
- Controlling The Group's financial resources in accordance with the policies of the Governors and so as to meet all regulatory requirements.
- Managing the Financial planning, budgeting and reporting.
- Structuring, resourcing and supervision of The Group's Finance Department, including oversight of the finances of The Group's prep Schools.
- Identification and management of key financial risks.
- Overseeing the financial functions of The Stowe School Foundation, The Stowe House Preservation Trust (SHPT), Stowe House Enterprises Limited (SHEL), Stowe Enterprises Ltd (SEL) The Hall Bequest and David Wynne Charitable Trust.

**"The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support colleagues."**

## Key tasks

### 1. Compliance and control

- 1.1 Ensuring that books of account are properly kept and that relevant reports of the financial affairs of The Group are prepared on an agreed basis for distribution as required.
- 1.2 Preparation of annual financial statements to conform to all relevant regulatory requirements.
- 1.3 Ensuring the appointment of and liaison with each School's external auditors as required during the year and the course of the audit of the financial statements, in connection with the drafting of annual financial statements and the auditors' audit management letter, and the drafting of letters of representation from The Group to the auditors and Governors.
- 1.4 Overall responsibility for regulatory compliance including matters pertaining to HMRC, Charity law, Companies House, Company law, PAYE, VAT and other taxes, Intellectual Property, GDPR, Consumer Credit Act, Anti Bribery Act, Anti Money Laundering, Pensions legislation, International matters.
- 1.5 Management and maintenance of Parent/Pupil contracts and liaison with solicitors as required.
- 1.6 Ensuring financial systems are soundly operated, secure and based on appropriate computer systems.
- 1.7 Ensuring The Group has appropriate internal systems of control, operated properly and arranging for internal audit, performed by internal or external personnel, at appropriate times.

- 1.8 Ensuring all revenue is properly documented and all employment costs, supplier purchases and invoices are properly controlled.
- 1.9 Advising on matters relating to charitable status and reporting on validity and effectiveness of Public Benefit activities and related matters.
- 1.10 Chair and coordinate each School's Scholarship & Bursaries Committee and advising on and preparation of relevant papers to inform the Committee.
- 1.11 Co-ordination of The Group's insurance programme, ensuring that all insurable key risks are covered, and liaising with relevant stakeholders, in this regard.
- 1.12 Co-ordinating and advising on the Risk Management process for The Group.
- 1.13 Member of Pay and Benefits Committee.
- 1.14 Member of GDPR Committee.

### 2. Financial

- 2.1 Recommendations as required for the level of school fees, extras policy and pricing, and rents and benefits for colleagues.
- 2.2 Overall control and management of unpaid fees and other debtors including reference to solicitors/collection agencies as required.
- 2.3 Overall control and management of amounts due to creditors.
- 2.4 Preparation of multi-year strategic financial plans and an annual financial budget and cash flow.
- 2.5 Liaison as required with Allied Schools Agency (ASA).
- 2.6 Liaison with other Executive leaders in the setting of budgets for their areas of responsibility.
- 2.7 Managing cash resources and maximising safe returns on excess cash resources.
- 2.8 Management of composition fees scheme.



## Key tasks continued

### 3. Reporting

- 3.1 Preparation of management accounts and related information on the agreed regular cycle and in the agreed format.
- 3.2 Preparing agendas and other relevant paperwork to inform the Finance Committee.

### 4. Banking

- 4.1 Overall control and management of relationships with The Group's bankers.
- 4.2 Ensuring the School has adequate short, medium and long term financing arrangements in place commensurate with its needs.
- 4.3 Monitoring The Group's compliance with its banking covenants.

### 5. People

- 5.1 Overview, in conjunction with the Group Director of People, of pay, pensions and benefits and for making recommendations of annual awards.
- 5.2 Ensuring adequate provision of payroll management systems, preparation of payroll data and compliance with relevant legislation.
- 5.3 Supervision and management of the Group's pension obligations.
- 5.4 Ensuring an appropriate training and development programme is in place for all Finance Department colleagues.
- 5.5 Management of Death in Service scheme.
- 5.6 Recruitment, allocation and management of all Finance Department colleagues including organisational structure, setting roles and responsibilities, agreeing personal objectives and targets and regular review and development.
- 5.7 Ensuring all Finance Department colleagues support The Group's Change Maker values.

### 6. Other roles and responsibilities

- 6.1 Responsibility for The Group catering contract ensuring effective financial and contractual management.
- 6.2 Ex-officio appointment as Trustee of Stowe School Foundation (SSF) and membership of the investment sub-committee of SSF.
- 6.3 Supervision of accounting and statutory services carried out by the Finance Department on behalf of SHPT and Stowe House Enterprises Ltd, Stowe Enterprises Ltd, SSF, The Hall Bequest and David Wynne Charitable Trust.
- 6.4 Liaison with the Director of Development to ensure that Gift Aid is properly managed and repayments collected on a timely basis.
- 6.5 Appointment as Director of SEL and WHS Trading Limited and overall financial responsibility for SEL and WHS Trading Limited and for reporting to the Governors' Finance Committee on SEL and WHS Trading Limited.
- 6.6 Membership of ISBA and attendance at courses and conferences as required.
- 6.7 Chair Stowe School's Scholarships & Bursaries Committee.
- 6.8 Attendance at Executive Leadership Team, Governors' Finance Committee, Governors' Estates Committee, Governors' Executive Committee, Governors' Marketing and Admissions Committee, Governing Body, SSF Trustees, SSF Investment sub-committee and other meetings as required.
- 6.9 International: Director of SSDL and Secretary to SSDL and future Stowe Group International Limited projects.
- 6.10 Member of ICT Steering Group.
- 6.11 Member of Resource Authorisation Forum.
- 6.12 Member of Pay Review Committee.

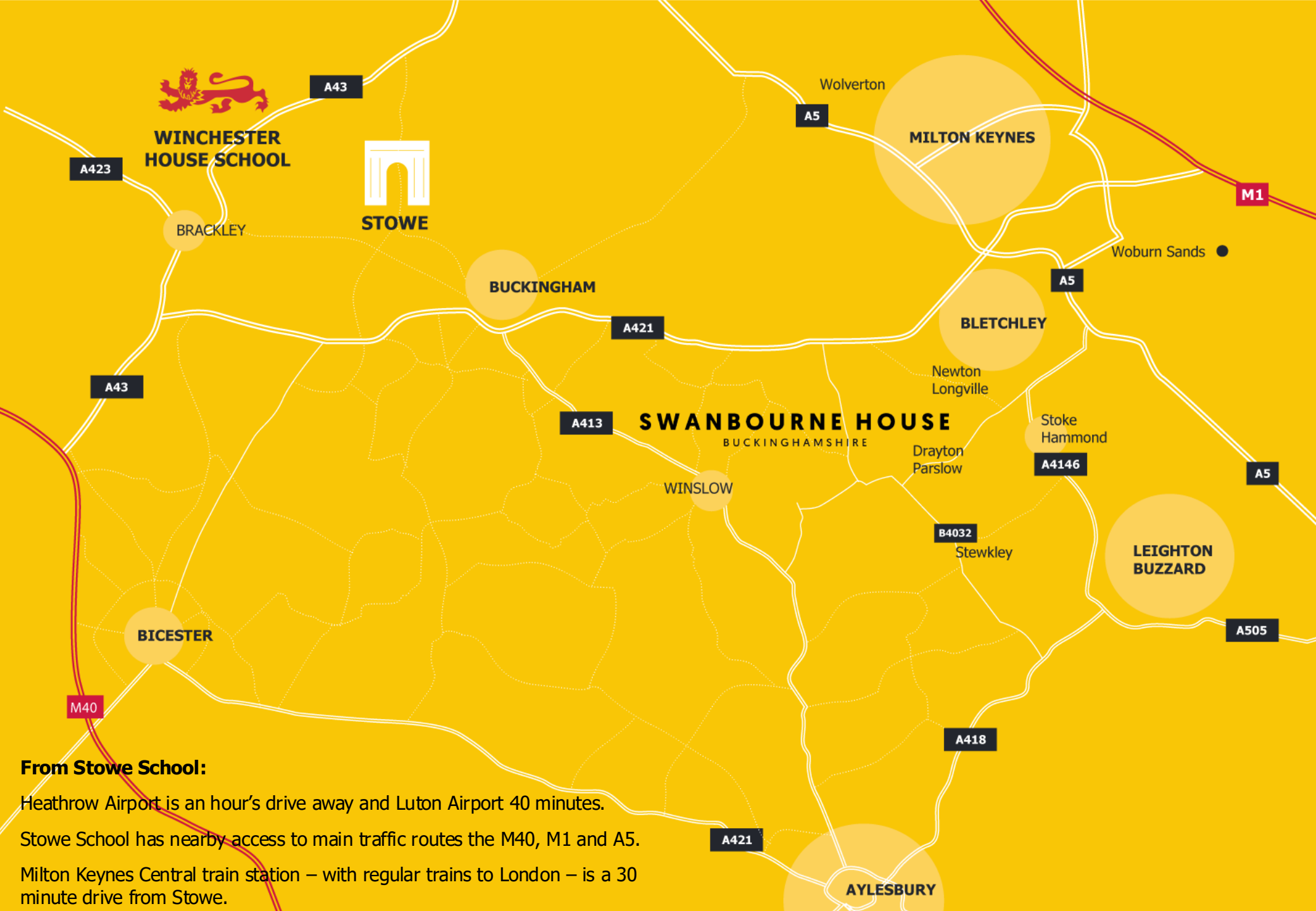
## Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Educated to degree level.</li><li>• Hold a recognised accounting qualification such as ICAEW, ACCA, CIMA, CIPFA, ICAS etc.</li></ul>	
Specialist Skills and Experience	<ul style="list-style-type: none"><li>• Operational finance background.</li><li>• Risk management and operational IT experience.</li><li>• Knowledge of regulatory compliance.</li><li>• Proven record in managing a diverse portfolio.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and understanding of Independent School sector and/or Charity</li><li>• Investment/treasury management (for SSF)</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Strong business judgement and strategic thinking.</li><li>• Effective leadership skills.</li><li>• Strong and independent minded.</li><li>• Ability to build good working relationships with parents, the Head, Executive Leadership Team, Governors.</li><li>• Consultative but confident in decision making.</li><li>• Possess a high level of personal integrity, discretion and confidentiality.</li><li>• Excellent communication skills.</li></ul>	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: August 2024**



**From Stowe School:**

Heathrow Airport is an hour's drive away and Luton Airport 40 minutes.

Stowe School has nearby access to main traffic routes the M40, M1 and A5.

Milton Keynes Central train station – with regular trains to London – is a 30 minute drive from Stowe.



### **Enhanced holiday entitlement**

Your contract will provide details of the exact holiday entitlement you will receive



### **Free School Meals**

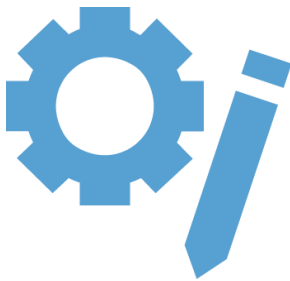
For colleagues working six hours or more during term time



### **Cycle2work scheme**

(National Minimum Wage rules may impact eligibility)

# Colleague benefits



**Learning and development opportunities**



### **Discounted School Fees**

At Stowe Group schools

### **Access to the Stowe Library**

Plus a range of online digital magazines and publications



**Free annual flu vaccine**



**£70 Annual Golf Membership**

For you and immediate family (applies to permanent colleagues only)



**Volunteer leave**

Up to 2 days paid leave for volunteering



**Employee wellbeing programme**

Including free access to counselling services, physiotherapy and more



**Shopping discounts**

Through the 'Discounts for Teachers' website



**Free refreshments**



**Wraparound childcare**

Free wraparound childcare available for all colleagues at Prep Schools



**Free gym and swimming pool use**

For you and your family (Stowe colleagues only, specific times apply.) Free Yoga classes at Stowe.

**Plus many more benefits.**



# We are Change Makers

THE *Stowe*  
GROUP

Stowe School, Stowe, Buckingham MK18 5EH  
01280 818100 [www.stowe.co.uk](http://www.stowe.co.uk)

Stowe School 01280 818

SECURITY

BARBARIAN