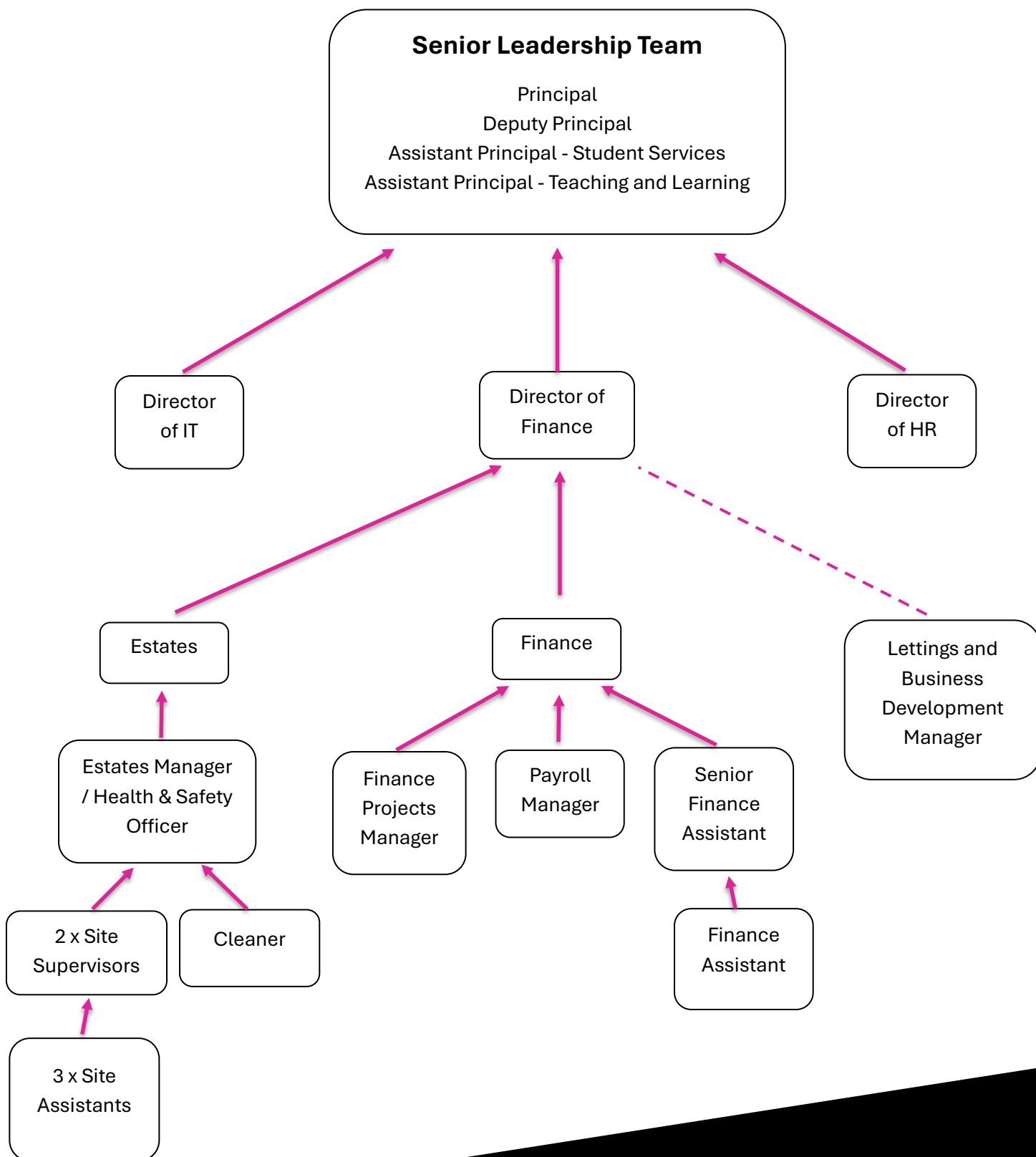


# DIRECTOR OF FINANCE



## ORGANISATIONAL STRUCTURE



## STAFF BENEFITS

- **Secure Your Future**  
Enjoy one of the best pension schemes in the UK, the Local Government Pension Scheme, with generous employer contributions and long-term peace of mind.
- **Balance Your Work and Life**  
Take advantage of up to 10 weeks' annual leave, giving you the space to reset, recharge and focus on what matters most outside of work.
- **Grow Your Career**  
Build your confidence and capability with tailored induction, in-house training, and support to pursue qualifications and CPD such as the CFO Programme and SFCA Education specific training, development and mentoring.
- **Feel Your Best**  
Stay healthy with free access to our on-site gym, weekly yoga classes, annual flu jabs, and discounted memberships at local fitness clubs.
- **Get Support When You Need It**  
Access free, confidential support for mental health, finances, and personal challenge any time, any day.
- **Commute with Ease**  
Save time and money with free on-site parking, great train connections just 5 minutes away, and a tax-free Cycle to Work scheme.
- **Be Part of a Welcoming Community**  
Enjoy everyday perks such as free tea and coffee, a café, social clubs, and inclusive events that help you feel at home from day one. Contribute to the future success of our student population.

## **JOB DESCRIPTION**

**Job Title: Director of Finance**

**Line Manager: Principal**

### **Summary of Job**

The Director of Finance provides strategic and operational leadership for the College's finance and estates functions. The post holder is responsible for financial strategy, financial systems and reporting, estates planning and capital development, contracted services, and oversight of statutory compliance relating to health and safety. The role works closely with the Estates Manager on the day-to-day implementation of health and safety requirements. The Director of Finance is a key member of the College leadership team and contributes to strategic planning, organisational development and governance.

### **Responsibilities**

#### **1. Leadership and Strategy**

- Provide strategic leadership for Finance to support delivery of College priorities and long-term planning.
- Lead the development of the College's Financial Strategy and Capital Strategy, ensuring alignment with the overall College Strategic Plan.
- Prepare an annual Finance, Estates and Health & Safety Self-Assessment Review and Quality Improvement Plan.
- Advise the Principal, Trustees and senior leaders on financial performance, estate needs and risk.
- Attend Trust Board, Finance & Estates Committee and Audit Committee meetings, providing accurate and timely reporting.
- Act as the main point of contact with external auditors, internal auditors, project managers, architects, key professional advisers and HMRC.

## **JOB DESCRIPTION**

### **2. Finance**

- Ensure timely production of monthly management accounts, cashflow reporting and financial commentary.
- Oversee financial systems, ensuring they remain compliant, efficient and aligned with Academy Trust Handbook requirements and Academy Chart of Accounts.
- Ensure compliance with relevant tax, audit and legal obligations, anticipating and implementing changes in regulation.
- Lead the annual budgeting and forecasting process, including income, salary and expenditure modelling.
- Provide guidance and training to budget holders to support effective financial management and procurement.
- Oversee and ensure that payroll and pension processes are delivered accurately and on time, meeting statutory and reporting deadlines.
- Prepare and submit all required DfE, VAT, Gift Aid and statutory returns.
- Identify opportunities for efficiency savings, funding bids and alternative income generation.
- Oversee banking arrangements, investment policies and borrowing strategies.
- Manage the production of annual statutory financial statements in accordance with Academies Accounts Direction.
- Support the Lettings Manager in maximising lettings income and ensuring appropriate financial oversight.

### **3. Estates and Capital Development**

- Provide strategic oversight of the College Estate, ensuring it is safe, compliant and fit for purpose.
- Lead the Estates and Capital Budget, ensuring value for money and robust financial planning.
- Oversee preparation of CIF bids and other capital funding applications, working with consultants where appropriate.
- Work with the Principal to develop and implement the Property Development Strategy.
- Act as point of contact with project managers, architects and consultants.
- Oversee major building and maintenance projects, ensuring they are delivered on time, within scope and budget.

## **JOB DESCRIPTION**

### **4. Health and Safety – Oversight Role**

- Provide strategic oversight of Health and Safety on behalf of the Principal.
- Work with the Estates Manager (responsible for day-to-day implementation) to ensure effective systems and monitoring.
- Chair the College Health and Safety Committee twice per year.
- Ensure the Health and Safety Policy is reviewed and approved through the appropriate governance processes.
- Ensure appropriate procedures and compliance frameworks are in place.

### **5. Environmental Sustainability**

- Work with the Education for Sustainable Development Coordinator to support the College's sustainability objectives and progress towards Net Zero.
- Attend the Environmental Committee once per term.

### **6. Contracted Services**

- Lead negotiation and oversight of major College contracts (cleaning, catering, building works, auditors, legal services).
- Ensure contracts deliver best value and are actively monitored.

### **7. Team Management**

- Line manages the Finance Team (Finance Projects Manager, Payroll Manager, Senior Finance Assistant and Finance Assistant).
- Line manages the Estates Manager (who manages the Estates Team), ensuring effective leadership of the Estates function.
- Role manages the Lettings Manager.

### **8. Other Responsibilities**

- Attend fortnightly Operational Development meetings.
- Contribute to senior leadership discussions and cross-College initiatives.
- Ensure compliance with the Safeguarding and Child Protection Policy.
- Ensure adherence to the College IT Acceptable Use Policy.
- Demonstrate commitment to equality, diversity, inclusion and health and safety.
- Carry out other reasonable duties required by the Principal.

## **PERSON SPECIFICATION**

We're looking for a senior finance leader who combines strategic insight with operational excellence. You will be both technically confident and personally grounded, someone who thrives in a leadership role but stays close to the detail when needed.

This role involves full 360° responsibility for our finance function, including oversight of estates, audit, risk and compliance. You'll work closely with non-finance colleagues and governors, acting as a key voice in strategic decision-making.

### **Qualifications**

- Qualified accountant (ACCA, ACA, CIMA, CIPFA or equivalent).
- Educated to degree level.
- GCSEs (or equivalent) in English and Maths. A-Levels or equivalent.
- Commitment to ongoing professional development.
- Commitment to continuous professional development (CPD).

### **Experience**

- Extensive senior-level experience in financial leadership - ideally in a small or mid-sized organisation where hands-on leadership was required.
- Desirable proven track record in:
  - Financial strategy, planning, and forecasting
  - Budget management and income modelling
  - Compliance with audit and statutory frameworks
  - Financial systems management and improvement
- Experience presenting complex financial data and strategic insights to senior leadership, governors or boards.
- Direct experience of managing audit processes and regulatory relationships.
- Leadership of multidisciplinary teams, including finance professionals and operations/estates teams.



## **PERSON SPECIFICATION**

### **Skills and Attributes**

- Able to operate confidently at both strategic and operational levels.
- Exceptional communication skills—capable of translating complex financial matters into clear, actionable insights for non-financial colleagues.
- Highly collaborative, with the ability to build strong, respectful relationships across departments.
- Commercial awareness and a solutions-focused mindset.
- Strong analytical skills and attention to detail under pressure.
- Confidence in contract negotiation and external stakeholder management.
- Organised and calm in high-pressure or multi-deadline environments.
- Proven people leadership skills: coaching, setting expectations, and building capability.

### **Knowledge**

- In-depth understanding of financial governance, audit and reporting requirement, especially in public or education sectors (e.g. ESFA, Academy Trust Handbook, Academies Accounts Direction).
- Awareness of estates and property management best practices, health and safety regulations, and capital planning frameworks.
- Understanding of risk management, business continuity and compliance frameworks.
- Clear understanding of safeguarding duties and responsibilities.

### **Desirable (Not Essential)**

- Additional qualifications in estates, health and safety (e.g. IOSH, NEBOSH), project management, or sustainability.
- Experience delivering or managing large-scale capital or estates projects.
- Knowledge of sustainability strategy, net zero planning or energy efficiency initiatives.



## **PERSON SPECIFICATION**

### **Who You Are**

This role will suit someone who:

- Is looking for a leadership role where they can be known, trusted, and make a visible difference.
- Wants a role with professional challenge and personal meaning.
- Is confident working across education, finance, estates and governance, with authenticity and influence.
- Brings high standards and expects the same from their team.

## **FURTHER INFORMATION**

### **About Esher Sixth Form College**

Esher Sixth Form College is a high-performing single-academy trust, specialising in post-16 education. Located in Thames Ditton with excellent transport links, we serve over 2,100 students from 115+ schools across North Surrey and London. We operate an inclusive, open-access approach and are consistently oversubscribed. We are rated Outstanding in all areas by Ofsted.

### **Our Ethos**

We are committed to outstanding achievement and a culture of high expectations, underpinned by our core values:

- Inclusivity – Embracing diversity and valuing every individual
- Community – Fostering belonging, care and collaboration
- Empowerment – Encouraging ambition, ownership and growth

### **Our Campus**

We've invested significantly in our site, with a new Study Centre and Performing Arts block opened in 2022, and a new teaching block added in 2025.

### **The Role**

The Director of Finance is a senior leader reporting to the Principal, responsible for financial strategy and operations, estates, capital planning, health and safety, and sustainability. You'll contribute to whole-college strategy and governance, leading both day-to-day operations and long-term planning to maintain our strong financial and regulatory position.

This vacancy arises due to the planned retirement of the current Director after 12 years in post.

### **Professional Development**

We offer strong support for ongoing development, including:

- CFO Programme (ETF)
- SFCAs Events
- S7 Consortium Support Network
- Funding for relevant qualifications

### **Working Hours**

Core hours are 8.30am–5.00pm. As a senior leader, flexibility is expected to meet the responsibilities of the role.