



# Candidate Pack

## Head of Finance

*RB26888 | £70,000 - £75,000 per annum*



*Recruitment led by retained search agents, **Robertson Bell***



## Introduction

**Methodist Independent Schools Trust (MIST)** is partnering exclusively with Robertson Bell to recruit a Head of Finance on a permanent, full-time basis. The Methodist Church is engaged in education as part of its Christian mission in the world. Methodist Schools seek to reflect a Methodist ethos and contribute to diversity in education.

## The Organisation

MIST is a growing and attractive group of ten independent schools which operates on a highly delegated model. A small Head Office function supports the Board of Trustees and provides frameworks, advice, support and investment to the schools, each of which has flexibility to respond to their local context.

Methodist Schools are inclusive and welcoming communities, where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense (academic, extra-curricular, lifestyle) is pursued.

Methodist Schools aim to maintain high educational standards in all academic, cultural and sporting activities and provide excellent pastoral care, stimulating excitement in learning and requiring discipline in study so that all pupils thrive and develop to their full potential, whatever their ability.

Since the founding of Kingswood School by John Wesley in 1748, Methodist Independent Schools have been providing a high quality, rounded and caring education. Today, MIST is formed of ten independent schools.

## Mission

*We seek to do all the good we can for all the people we can.*

## Job Description

<b>Contract Type</b>	Permanent.
<b>Working Pattern</b>	Full-Time.
<b>Office Location</b>	Camden, London. <i>A short walk from Euston Train Station.</i>
<b>Working Arrangements</b>	Flexible, hybrid working.
<b>Salary</b>	£70,000 - £75,000 per annum.



## Purpose of the Role:

As the most senior finance professional within the organisation, the Head of Finance will have overall responsibility for the quality of the consolidated financial reporting for the charity (£100m+ turnover), and for supporting the Business Director with ensuring that Trustees are appropriately informed of the financial position of the charity in order that they may fulfil their oversight duties.

## Key Responsibilities *include but are not limited to:*

- To undertake all **Company Secretarial duties** and advise on best accounting practice; responsible for all returns required by Companies House, Charity Commission and the Methodist Church as required for the Methodist Independent Schools Trust, Methodist Academics and Schools Trust and Methodist Schools Property Company;
- To **service the Trust's committees** as required, particularly the Finance Committee, Audit Committee, Awards Committee and Remuneration Committee;
- To take **responsibility for the quality of financial reporting** throughout the group, working with finance professionals across 10 schools and other related organisations;
- To **prepare the annual budgets**, the **annual year end accounts** for the London Office and for the Group for presentation to the Trust and its Finance Committee;
- To **oversee the financial control environment** at the MIST Head Office, ensuring appropriate segregation of duties with the Finance Manager;
- To identify and work with the relevant parties to **mitigate financial risk**;
- To **oversee the internal audit function** across the organisation and ensure that all arrangements are in place to facilitate external audit which secures the financial integrity of the Trust and meets requirements for probity. Responsible for managing the audit relationship;
- To **advise schools on VAT, tax and trading companies**, and review and submit the quarterly VAT return (in conjunction with outsourced support);
- To **attend the Finance Committee**, preparing reports that describe and analyse key trends and school performance and that review school performance against group KPIs and sector benchmarks.

## Person Specification:

- Be a **qualified accountant** (ACA, ACCA or CIMA)
- Have previous **charity sector experience** and knowledge of charity SORP
- Have a strong **track record of high-level competence** as an accountant
- Have an understanding of the requirements of **Group reporting**



- Have excellent **communication, presentation, interpersonal and influencing** skills
- Have the **ability to present complex information effectively** in a clear and accessible manner orally and in writing
- Have a **high level of professional experience** incorporating developing, delivering and monitoring financial strategy and development plans including due diligence, risk management and resource/asset management

## The Application Process

Please apply by visiting our [microsite](#) in line with the timescales below.

Applications will be under continuous review before the closing date, so please submit your CV ASAP to avoid disappointment!

Application Closing Date		Sunday 7 <sup>th</sup> May
Shortlist	Shortlisted candidates to be sent to MIST	Wednesday 10 <sup>th</sup> May
1 <sup>st</sup> Stage	Interviews with MIST	w/c 15 <sup>th</sup> May tbc
2 <sup>nd</sup> Stage	2 <sup>nd</sup> Stage Interviews with MIST & Offer made	w/c 22 <sup>nd</sup> May tbc

For further information contact Katie Moore at [katiemoore@robertsonbell.co.uk](mailto:katiemoore@robertsonbell.co.uk) or 0203 824 7100.