



POSITION PROFILE  
**FINANCE MANAGER**

# Contents



The Company .....	3
The Role .....	5
The Individual.....	6
Remuneration & Recruitment Process .....	7





The High School of Glasgow is an independent, co-educational day school with around 900 pupils aged between 3 and 18 and its roots go back to 1124. The School motto is *Sursum Semper*, which translates as “ever upwards” encapsulating the constant and unwavering commitment to improving and enriching the lives of every child who walks through its doors.

The High School of Glasgow offers an all-round education with high levels of both academic and pastoral support. The institution is a high-achieving school academically and in numerous sports. The organisation strongly believes in continuity and laying down firm foundations. The opportunity of a nursery through to young adult education offers a safe and secure passage of personal discovery and growing societal awareness. The school also welcomes pupils at any stage along this journey.

## **Strategic Plan**

Taking inspiration from the successful endeavours of former pupils in keeping The High School of Glasgow alive in 1976 and recognising that the school is celebrating 900 years of continuous educational provision in 2024, its strategic plan articulates the vision and values of the school.

## **The Vision**

To ignite the potential within every young person, so that they may enjoy more enriched lives and make a positive difference to others and their communities.

## **The Mission**

To be the school of choice in the City of Glasgow and the West of Scotland; a beacon of learning, where the all-round capacities of young people are nurtured, challenged and realised within an inclusive and caring environment of mutual respect, positive relationships and obligations. To be a place of learning constantly in pursuit of excellence and all-around personal development, secured through high-quality teaching and learning, rich and wide-ranging opportunities, first-class resources and a nurturing supportive ethos.

## **The Values**

The High School is people-centred and welcoming: the talents, abilities, interests, contributions and development of all lie at the heart of its community, while its approach will always be outward, open, accepting, friendly and with unconditional positive regard. This is its approach to all.

The High School is ambitious: consistently committed to realising and delivering outstanding practice in education and being nationally and internationally recognised.

The High School is innovative: focused on applying research-informed practice with proven impact in teaching and learning, open to evaluating and using existing, alternative and creative programmes and solutions to continually enhance all-round education.

The High School is community-minded: having an active social conscience, and aiming to support people locally, in wider Glasgow, and globally. We shall assist one another through bursaries, by being family-friendly and by staying connected with our alumni.



## Strategic Aims

- To be recognised as a centre of excellence in teaching and learning
- To be sector-leading in the area of wellbeing
- To increase access to the school and attract pupils from across Glasgow and beyond
- To protect and nurture our independence
- To secure a well-designed school campus fit for the future
- To expand our global outlook

The school operates over two campuses with around 900 pupils, with 250 in the Junior School and around 650 in the Senior School.

## Background to the Opportunity

The Finance Manager position is a full-time, permanent, senior support role, reporting directly to the COO/CFO. This role will suit a qualified finance professional with the ability to support and challenge budget holders, whilst leading a small finance team.

The post-holder will assist in developing all aspects of financial management within the school, including the provision of financial reporting and analysis, and recommendations to the COO/CFO. The Finance Manager will possess strong financial accounting skills, strong analytical and Excel capabilities and a proactive and pragmatic approach to improving financial processes and controls.



<b>Job Title:</b>	Finance Manager
<b>Reports to:</b>	COO/CFO
<b>Location:</b>	Anniesland, Glasgow
<b>Direct Reports:</b>	Purchase Ledger Clerk, Senior School Cashier, Fees and Payroll Officer

## Main Duties & Responsibilities

### Financial Management and Development:

- Deputise for the COO/CFO in respect of all financial matters with both the Senior Leadership Team and the Board
- Proactively manage the finances of the school and ensure compliance with all relevant accounting standards and applicable bodies, including the HMRC and OSCR
- Ensure that the accounting function of the school is up to date and best practice is always employed and to be proactive in this area
- Day-to-day management and development of 3 direct reports, providing support and mentoring, ensuring their continuous development
- Manage the accounting functions to ensure that all processes and procedures are reviewed and working efficiently
- Ensure reliable management information is provided and all deadlines are met timeously
- Prepare cash flow forecasts for monthly presentations to the Finance Committee
- Ownership of maintaining the general ledger within the finance system, PASS

### Business Partnering:

- Produce the draft Annual Budget for review by and discussion with the COO/CFO
- Prepare budget reforecasts and seek out variance explanations as required
- Create and develop financial modelling and scenario planning to assist with decision-making
- Liaise and challenge Heads of Department and other budget holders regarding their departmental finances
- Provide financial training to non-finance managers

### Operational Financial Management:

- Oversee the annual Bursary process and applications and prepare preliminary reports for the Bursary Award Committee
- Take responsibility for the financial management and administration requirements of both the Educational Trust and the HSOG Club
- Carry out any other ad hoc duties as required relating to the Finances of the School and liaise with school families and staff as appropriate



The Finance Manager will bring best practice from previous roles to improve financial processes and will build positive and influential relationships across the organisation. The individual will be comfortable with and adaptable to change as the organisation continues to evolve.

**A summary of the key candidate requirements are as follows:**

- Qualified accountant (CA, ACCA, CIMA)
- Strong all-round accounts knowledge including experience in preparing management accounts and statutory accounts in accordance with OSCAR accounting standards
- Excellent IT skills particularly experience in using Microsoft Excel at an advanced level
- Ability to problem solve effectively through asking appropriate questions and actioning accordingly
- Highly skilled in numeracy and focused on working efficiently, with an emphasis on attention to detail and accuracy
- Excellent decision-making skills, and confidence in making good judgements
- Ability to work well independently and in a team, delegating appropriately as required
- Excellent planning and organising skills, including the ability to work to deadlines
- Experience having line management responsibilities for a team or can demonstrate the capacity to do so
- Versatility to 'flex' between commercial thinking and day-to-day operational tasks, including routine journals, month-end close tasks, VAT
- Ability to form relationships and communicate with staff, stakeholders, and the wider community at all levels
- Experience in seeing tasks through from start to finish and following up to ensure such tasks are completed efficiently and in a timely manner
- Demonstrate proactive initiative, self-motivation and diligence to accomplish tasks unsupervised
- Experience in dealing with confidential and sensitive information





An attractive financial package is available to the successful individual and will be commensurate with the background and experience required for the role.

<b>Salary:</b>	Competitive annual salary
<b>Company Pension:</b>	5% employee and 7% employer during first 10 years, then 5% employee and 10% employer after 10 years
<b>Holiday Entitlement:</b>	27 days + 13 public holidays
<b>Death in Service:</b>	3 times salary
<b>Sick Pay:</b>	3 months full pay (less than 2 years service) 3 months full pay & 3 months half pay (2-5 years' service) 6 months full pay & 6 months half pay (more than 5 years' service)
<b>Facilities:</b>	Vibrant working environment within a school, allowing opportunities to engage in varied activities and occasions Free use of first-rate sporting facilities, including a gym On-site canteen On-site parking



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## The Recruitment Process

- First stage interviews will be conducted by retained consultant, Jonathan Donnelly of Rutherford Cross
- Second stages will involve meeting the COO/CFO
- Final stages will involve meeting the COO/CFO and a member of the Senior Leadership Team
- Please send applications to [jonathandonelly@rutherfordcross.com](mailto:jonathandonelly@rutherfordcross.com) for review
- All third-party applications, enquiries and direct approaches to The High School of Glasgow will be referred to Rutherford Cross