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# Head of Finance

## INFORMATION PACK





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## Head of Finance

**Responsible to:** Director of Finance and Operations

**Responsible for:** Management Accountant & Finance

**Team**

**Salary:** £55,000 per annum, depending on experience

**Hours of Work:** This is a full-time, permanent contract for 37.5 hours per week. Monday to Friday 8.30am to 5.00pm (with a one hour unpaid lunch break). Occasional evening and weekend work may be required.

### Job Purpose

This pivotal role is responsible for the effective management and efficient operation of the School's Finance Function. The post holder will be a strong communicator, with the ability to drive a culture of continuous change and improvement. They will be confident in presenting to Executive Management and Board Level members, influencing the decision making process to the benefit of the organisation.

Core responsibilities include the preparation of external financial statements, liaising with external auditors, managing treasury requirements, administering VAT and corporate taxation, and management of the defined benefit and defined contribution pension schemes. The post holder will also ensure the provision and maintenance of an integrated School management information system from both accounting and finance as well as a wider school perspective.

The Head of Finance will directly manage the Finance and Payroll team. In leading this team, the Head of Finance will be accountable for; maintaining an overview of accounts payable, payroll, general ledger and maintaining adequate systems of internal control; ensuring that financial reports are accurate, timely and of a high quality to comply with all legislative/governance requirements.

The role has a wide range of internal and external stakeholders, and a key take forward will be the design and implementation of a regular financial reporting package to Executive and Non-Executive Leadership, providing forecasts and producing reports and budget plans to contribute to the school's overall strategy.

Reporting to and working collaboratively with the DFO, the post-holder will support the implementation of the school's strategy to develop and grow new sources of revenue with the ultimate aim of generating sustainable surpluses and driving continuous improvement.





# DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Independent School of the Year 2024 for Academic Performance (A Level/IB)

The average IB Diploma points score in 2023 was 35,

with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A\*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, *Ad Vitam*.



## Head of Finance

### Duties and responsibilities:

- Assisting the DFO with bursary applications, strategic planning and implementation, and the development of business models and accounting frameworks for new areas business growth including commercial strategy.
- Overseeing the preparation of the annual budget, statutory accounts, monthly/quarterly management accounts and forecasting, capital expenditure forecasting and monitoring.
- Overseeing the consolidation and interpretation of financial information to the Executive team and Board of Governors and associated committees.
- Ensuring high standards of integrated financial planning, modelling, budgeting.
- Ensuring appropriate financial systems, regulations and procedures are in place to provide the necessary levels of controls, checks and balances to ensure the security of the School's assets and probity in the School and Board of Governors' financial transactions.
- Overseeing procurement arrangements and ensuring value for money decisions are effective.
- Overseeing financial corporate governance including risk management and insurance matters..
- Reviewing, implementing and adapting new and existing financial systems and control. .
- Overseeing the delivery of payroll systems and the linkages with finance systems.
- Overseeing the financial aspects of school supply chain contracts.
- Providing advice to the Executive team and Board of Governors on the financial implications of decisions
- To develop and maintain effective working relationships with external stakeholders on all financial matters and act as the main interface with the Audit and Finance Committee of the Board of Governors.
- Dealing with and advising on tax issues, ensuring compliance with tax legislation and monitoring the annual tax year end procedures to ensure that deadlines are met.
- Contributing to the professional development of the Accounts team, by encouraging information sharing, professional development and sourcing appropriate training opportunities .
- Keeping your own knowledge up to date through continuous professional development and networking opportunities.
- Strategic & Organisational Leadership
- Leading the financial input into long-term organisational strategy, ensuring alignment between financial goals and the school's educational and operational objectives.
- Acting as a key strategic partner to the DFO and Executive team in shaping sustainable growth, investment priorities, and resource allocation.
- Driving financial transformation projects, including digitalisation and automation of financial processes to improve efficiency and reporting accuracy.
- Performance & Impact
- Developing and monitoring financial KPIs and dashboards to support evidence-based decision-making.
- Championing a culture of financial accountability and transparency across all departments.
- Leading initiatives to optimise cost efficiency without compromising educational quality or service delivery.
- Stakeholder & External Relations
- Representing the organisation in external financial negotiations, audits, and inspections.
- Building strong relationships with banks, investment partners, auditors, and regulatory bodies to support the school's financial position and reputation.
- Risk & Compliance Expansion
- Overseeing financial due diligence for partnerships, acquisitions, or major capital projects.
- Ensuring compliance with evolving charity, education sector, and financial regulations, advising on policy changes where relevant.
- People Leadership
- Leading, mentoring, and appraising the Finance team to ensure high performance and succession planning.
- Promotion of cross-departmental collaboration to integrate financial considerations into all operational plans.

*This is not intended to be an exhaustive list of duties, and it is expected that the post-holder will participate in other reasonable activities according to the needs of the School and for better fulfillment of the role.*

# PERSON SPECIFICATION

## Education, Training & Qualifications

### Essential

- Educated to honours degree level in a relevant discipline.
- ACCA/CA qualified.
- Affiliated to a professional accounting organisation..

### Desirable

- Experience of CPD across relevant areas of finance, management, and the Third Sector.

## Knowledge & Experience

### Essential

- Significant experience of working within an Accounts or Finance team.
- Proficient user of ICT, Microsoft Office, Google Suite, Integrated ERP Software Systems.

### Desirable

- Experience of leading teams, ideally within an Industry, Third or Education Sector environment
- Experience of leading change management in an organisation, for example, in establishing new systems and processes

## Interpersonal Skills

### Essential

- Self-motivated with a structured and methodical approach to problem-solving and decision-making.
- Able to work effectively both independently and collaboratively within multidisciplinary teams,
- Tactful, discreet, and trusted to manage sensitive and confidential information with the highest integrity.
- Composed and focused under pressure, consistently meeting deadlines without compromising quality.
- Strong relationship-builder, adopting a culture of openness, trust, and collaboration across the organisation.
- Empathetic and supportive, with a genuine commitment to understanding and addressing the needs of others.

### Desirable

- Empathy with the aims and ethos of the Independent Schools' sector.

## Skills

### Essential

- Exceptional numeracy skills with a proven ability to analyse complex financial data and develop effective solutions.
- Highly developed written and verbal communication skills, with the ability to present financial information clearly to diverse audiences.
- Strong interpersonal and negotiation abilities, fostering positive relationships and achieving mutually beneficial outcomes.
- Excellent time management and organisational skills, with the capacity to prioritise effectively in high-pressure environments.
- Strong commercial acumen with up-to-date knowledge of current accountancy standards, trends, and best practices.

### Desirable

- Proven training skills or ability to share knowledge
- Project Management skills
- A strategic thinker, able to connect high level ideas to the detail required in implementation, whilst maintaining an awareness of the bigger picture.
- A strong decision maker and implementer of change





# THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our School Talent/Teacheroo portal - link found [here](#)

**Closing time and date for applications is 12 noon on Monday 1st September 2025**

**Early applications are encouraged as St Leonards reserves the right to interview and close the post early.**

Any questions may be directed to at [recruitment@stleonards-fife.org](mailto:recruitment@stleonards-fife.org) in the first instance.

*All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.*





# St Leonards

St Andrews

St Leonards School St Andrews, Fife, Scotland KY16 9QJ  
Tel : 01334 472126 | [registrar@stleonards-fife.org](mailto:registrar@stleonards-fife.org) | [stleonards-fife.org](http://stleonards-fife.org)