



**ST ALOYSIUS'  
COLLEGE**

# **DIRECTOR OF FINANCE & OPERATIONS**

July 2025

## THE POSITION

The College is seeking applicants with outstanding experience and qualifications for the Director of Finance and Operations position.

The Director of Finance and Operations role demands active, innovative and effective leadership across a wide portfolio, including financial management, governance, project management, staff development and performance, and commercial operations.

The successful applicant will have a values-driven and principled approach to complement their vision and energy as a key executive team member.

“It’s not just about self-attainment but also about helping others.”





## ABOUT US

**Founded in 1859, St Aloysius' College, Glasgow is one of Scotland's top independent schools and has a very significant place in the history of Catholic Education in Scotland.**

An independent coeducational school for pupils aged 3-18 in the heart of Glasgow, the College has excellent academic standards, and a reputation for outstanding pastoral care which aims to help each young person deepen their relationship with God and, thereby, discover the confidence and motivation to make progress in living and learning for the greater glory of God and the common good.

Initially established to educate Catholic boys from Glasgow's migrant communities, St Aloysius' College began life with just 25 pupils at its original campus on Charlotte Street. In 1866, the College moved to its current location in Garnethill, where it continued to grow in size and reputation, and, by the late 19th century, under the leadership of Fr. Eric Hanson, the College had seen a significant increase in both student roll and academic profile. The 1970s saw the College become fully independent, and, towards the end of the decade, admit girls for the first time.

Throughout this rich history, St Aloysius' College has remained committed to its Jesuit values and to providing a holistic education that combines academic excellence with spiritual and moral development. The Jesuit influence at St Aloysius' College is profoundly rooted in the College's history and educational philosophy. Founded by the Society of Jesus in 1859, the College embodies the Jesuit tradition of holistic education, which emphasises the formation of the whole person – intellectually, spiritually, and morally. The Jesuit influence ensures that students at St Aloysius' College receive an education that goes beyond academics, preparing them to be thoughtful, compassionate, and responsible individuals, far beyond their time at the College.

The College is situated in the Garnethill area of Glasgow city centre, next to the Glasgow School of Art and close to the Royal Conservatoire of Scotland. Garnethill is home to three inter-related Jesuit works: the College, the parish of St Aloysius (with a Baroque revival church) and the Ignatian Spirituality Centre. The close proximity of these centres creates a strong sense of community that embraces both intellectual and spiritual formation.

## OUR CAMPUS

The College boasts a range of impressive facilities designed to support the range of both academic and extracurricular activities on offer: **Classrooms and Laboratories:** The College boasts specialised classrooms and laboratories for all core and non-core subjects including science, technology, and languages, equipped with modern teaching aids to enhance the learning experience.

**Physical Fitness:** First opened in 2017, the College's sports complex includes a fully equipped gym and a studio for various fitness activities. A double-height, four-court indoor sports hall also plays host to indoor football, basketball, badminton, and volleyball.

**Chandlery Building:** This category-B listed Italianate building houses the College's administration block, College Hall, and refectory, in a stunning blend of historic architecture with modern functionality.

**Hanson Building:** The College's main building includes classrooms for languages and humanities, the College chapel, and a gym.





## POSITION PURPOSE

**The Director of Finance and Operations is responsible for leading the financial and commercial operations of the College.**

The position oversees all governance arrangements and is accountable for the full range of accounting and financial services, facilities, grounds and commercial administration of the College.

## REPORTING RELATIONSHIPS

**The Director of Finance and Operations reports to the Principal for the Financial Management and Property Operations at the College.**

### Direct reports

- Head of Admissions
- Director of Development
- Estates Manager
- Finance Manager

### Key Liaisons

The Director of Finance and Operations has formal and informal interactions with the Board of Governors, Executive Leadership, Staff, Parents, Regulators, Community Stakeholders and External Providers of Relevant Services.

The Director of Finance and Operations builds and maintains the key relationships with College bankers, auditors, architects and insurers.

“*Each child is known, loved and valued as an individual.*”

# KEY RESPONSIBILITIES

It is expected that the Director of Finance and Operations will:

## GOVERNANCE

- Attend Board meetings and Sub-committee meetings, including: Finance and General Purpose.
- Liaise with the College's auditors & lawyers.
- Ensure adequate insurances are in place.
- Be responsible for the preparation of Capital Government Grant Applications.

## STRATEGIC PLANNING & LEADERSHIP

- Develop the College's business plan, annual budget and financial forecasts and oversight, critical review and overarching reporting of management accounts, accounting policies and annual accounts to the Governing Board and its key external stakeholders.
- Lead all the College's business operations, estates, IT and administration and the implementation of agreed business plans and projects, monitoring College team (and any contractors) performance against agreed KPIs/ metrics and managing all key staff outside the teaching complement of the College.
- Work with the Principal in setting the team and functional objectives of the marketing, communications and admissions function in line with the agreed strategy and business plan.
- Delivery of financial and legal compliance, the College risk register and the development/ evolution of enduring College operational policies and systems.
- Develop objectives for the College's financial, facilities and buildings and general administration that are aligned with the College's overall direction and that will help the College achieve its major educational goals.
- Actively participate as a member of the Leadership Team to assist in the development and implementation of strategies and policies that further enhance the College's educational goals.
- Work with the Principal to lead our example in fostering a cohesive college-wide culture that values and respects all staff, promotes collective ownership of pupil recruitment and retention drives operational efficiency and ensures a sustainable financial surplus - all while upholding and reflecting the College's ethos values and desired outcomes.

## STRATEGIC FINANCIAL DEVELOPMENT

- Supporting the Principal with the strategy and operations of the College linked to the College
- Development Plan to inspire, drive financial performance and deliver the vision for the continued future prosperity of the College.
- Manage specific projects and change management processes as appropriate and requested by the Principal.
- Drive the financial planning of the College and provide advice and guidance on financial strategy to the Board of Governors and Principal, by analysing the College's performance, managing financial risks and positively contributing towards the achievement of the College's business objectives to enable the school to continue to flourish and grow in the long term.

## OPERATIONAL FINANCIAL DEVELOPMENT

- Develop and maintain all necessary financial systems, policies and procedures, ensuring these are implemented and devolved to optimise efficiencies and drive the College's financial management and performance.
- Develop and control the College's annual operating budget to ensure that all financial targets are met and financial and statutory regulations complied with.
- Oversee monthly management accounts, preparation and analysis of annual budgets including the development of financial dashboards, management information reports, profit and loss, balance sheets, cash flow forecasts.
- Budget and resource management for departments overseen by the post holder, demonstrating effective controls, value for money and identifying opportunities for efficiencies.
- Oversee the financial management of capital expenditure and projects that have been endorsed by the Board to ensure that these are presented accurately and on time and within budget.
- Oversee the accounts payable and accounts receivable processes including tuition fee billing.
- Continuous process improvement, promoting and championing, automation and new ways of working with internal and external stakeholders to achieve efficient and effective levels of delivery within the school's current and future strategies.



# KEY RESPONSIBILITIES (contd)

It is expected that the Director of Finance and Operations will:

## OPERATIONAL LEADERSHIP

- Devise and implement a management structure for the departments overseen by the post holder, ensuring effective support and performance management for the team.
- Work with the HR Department to embed effective people management practices which support professional development and progression of colleagues.
- Develop line management capability and accountability within the departments' managers to be successful in their roles, whilst delegating appropriately.
- Effectively develop and maintain relationships with relevant key external stakeholders.
- Manage and monitor external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the College.
- Working collaboratively with other members of the College Leadership Team and Extended Leadership Team, to ensure consistency in strategic direction in order to support efficient and effective decision-making and achievement of strategic outcomes.
- Working to improve development strategy, enhancing an endowment for bursaries and development fund for capital projects.
- Develop and support the Finance staff to ensure that they are appropriately motivated and developed,

## INTERNAL/EXTERNAL RELATIONSHIPS

- **Internal** - The post holder will liaise with the Principal and The Board of Governors and have close working relationship with the other members of the Finance Team. Liaison with members of the teaching and other administrative staff is regular.
- **External** - Liaise with parents, banking provider, legal advisors, auditors, payroll provider, pension provider, British Province of the Society of Jesus, Aloysian community and external suppliers. The postholder will be required to effectively develop and maintain relationships with relevant key external stakeholders

## PLANNING & ORGANISING

- Organisation is a large part of this role. Timescales have a planning horizon of 1-5 years. Responsible for organising own workload but also subject to monthly, termly and annually imposed deadlines in order to expedite duties.

## DECISION MAKING

- The post holder will be required to confidently assess information and use it to draw logical conclusions. The role requires analysis of information from various sources, including financial reports, data analytics software and the media to make decisions or provide advice and guidance.

## PROBLEM SOLVING

- This role requires advanced problem-solving skills, finding creative solutions for achieving their company's goals. If managers identify potential problems in a company's finances, they can use their problem-solving skills to outline corrective courses of action.

## OTHER

- This role is principally one which requires attention to detail and the ability to work to strict deadlines within a small team.
- The postholder must have satisfactory Enhanced Disclosure Scotland clearance.
- Commitment to the College values and ethos.
- Commitment to Continual Professional Development.
- The post holder will be required to attend Governing Body meetings as and when required which may extend beyond the normal working day and into the evening.
- Attendance at various meetings, (e.g. P&F) events as directed by the Principal.
- Attend to other duties and projects as requested by the Principal.



# CANDIDATE PROFILE

This is a key role within a very busy finance team. The post holder will be expected to have excellent communication and inter-personal skills as well as strong financial and IT skills.

They will require to adhere to the ethos of the school and to adopt this in the performance of their role.

## QUALIFICATIONS

### Essential

- Qualified Accountant (CA, ACCA, CIMA)

## EXPERIENCE

### Essential

- Significant experience of working in an accountancy role.
- Significant and demonstrable managerial experience.
- Proven experience driving change implementing system and procedural changes.

### Desirable

- Previous experience in the Education sector.
- Experience of commercial and business development.
- Previous experience of overseeing Payroll.
- Previous experience of annual returns.

## KNOWLEDGE

### Essential

- Knowledge of accounting and financial procedures and governance
- Knowledge of finances, preparing forecasts and comprehensive budgets

### Desirable

- Understanding of the Independent Education sector
- Understanding of Charity structure and law
- Knowledge and understanding of Safeguarding
- Overseeing audit and tax functions

## SKILLS, ABILITIES, COMPETENCIES

- Act as an ambassador of the College, role modelling the values and ethos of the College in demonstrated through actions, decisions and behaviours.
- Strategic thinking.
- Strong demonstrable people management skills.
- High degree of IT literacy in MS Office packages, database technologies and software.
- Proficiency in accounting software.
- Strong analytical skills and the ability to interpret and present statistical and financial data in a clear, concise way.
- Exceptional numerical proficiency
- Ability to thrive in a fast-paced environment
- Highly motivated and organised who takes initiative
- Excellent time management skills and the ability to prioritise workload.
- Excellent communication and interpersonal skills both written and verbal.
- High level of honesty and integrity.
- Excellent team player, leadership and management skills.



# APPLICATION PROCESS

## Applications for the position of Director of Finance and Operations should include the following information:

Full name, address, telephone number and email address.

A detailed resume covering current position and areas of responsibility, prior positions, professional and professional memberships.

Cultural, community and recreational involvement and interests.

Academic and professional qualifications and publications.

The names and contact details of three referees who may be approached in confidence about the applicant.

### **Applications will close on Wednesday 16th July, 2025**

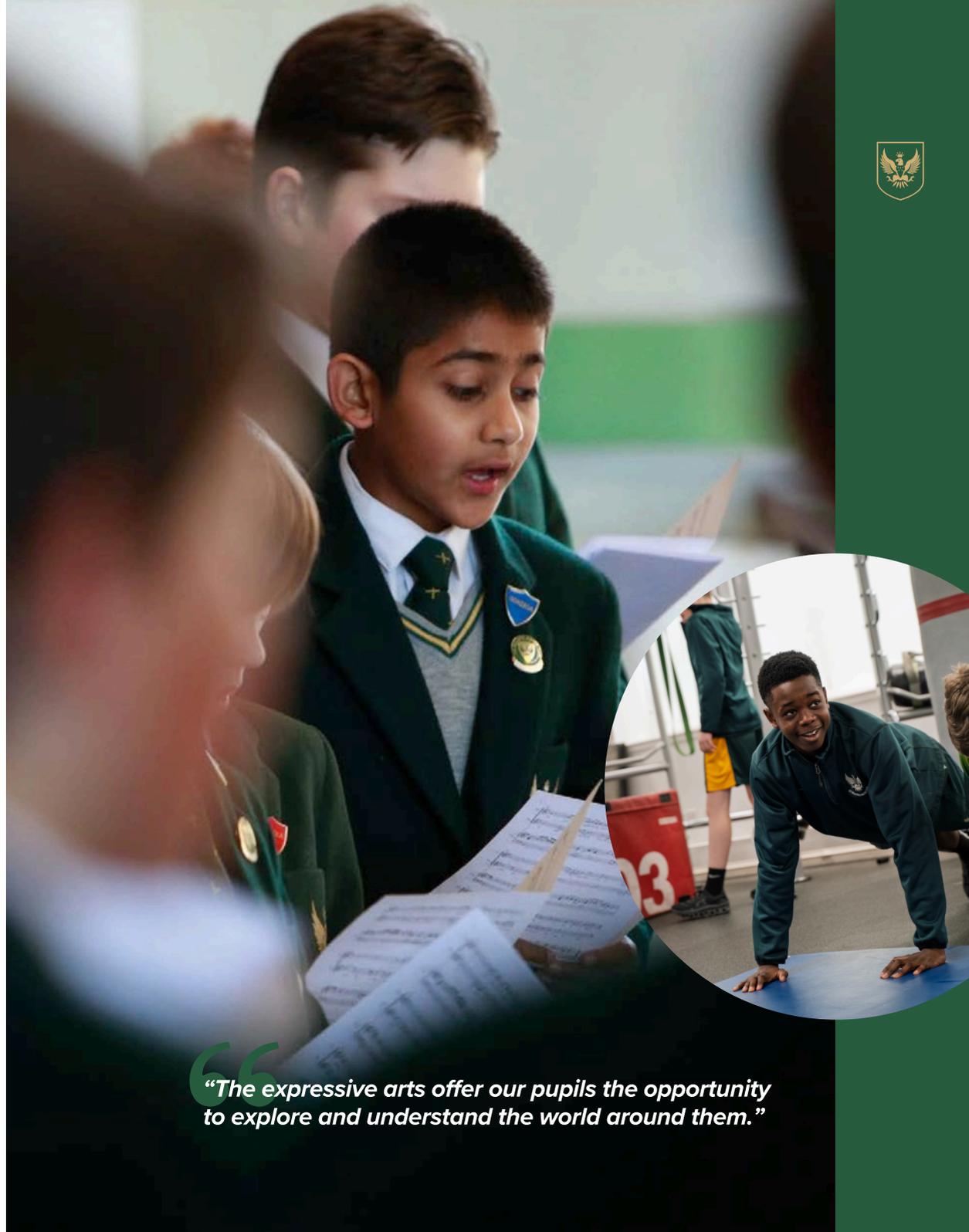
We reserve the right to fill the position by invitation or to re-advertise the position.

Applications may be lodged via the College's Career's Portal located on the College Website.

Applications should be addressed to the attention of the Principal.

Enquiries about the role and employment conditions can be made by contacting Isabelle Cullen, Chair of Governors at [isabelle.cullen@nhs.scot](mailto:isabelle.cullen@nhs.scot) for a confidential discussion.

Thank you for considering the position of Director of Finance and Operations of St Aloysius' College.



*“The expressive arts offer our pupils the opportunity to explore and understand the world around them.”*

