



GROUP FINANCE DIRECTOR
ST ANDREW'S COLLEGE, BRADFIELD
INCORPORATING BRADFIELD COLLEGE AND ST ANDREW'S SCHOOL

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THE BRADFIELD GROUP EXECUTIVE SUMMARY

Bradfield College has inspired generations of young people to make a difference to the world since 1850. Set in a stunning rural Berkshire location, Bradfield provides an outstanding day and boarding education to 840 pupils aged 13 to 18, of whom over 85% are boarders. The College enjoys a well-established reputation for being one of the UK's leading co-educational independent schools where pupils develop as well-rounded, independent young adults within an atmosphere of empathy and tolerance. St Andrew's, a highly successful prep school with 325 pupils aged 3-13 located just two miles from the College, joined the Bradfield Group in December 2021. As well as these two schools, the Group comprises the Enterprise Division responsible for the trading subsidiaries.

Our schools have shared close ties since St Andrew's was established in 1934 and the merger enabled us to share expertise, as we build upon a common vision of an all-round education through which children enjoy school, learn, grow in confidence and make a positive contribution to society. Bradfield College and St Andrew's School each retain their individual identity, character and traditions, and continue to be run on a day-to-day basis by their own leadership teams, overseen by a single, combined Governing Body. Each entity continues to develop its own provision whilst building upon the links that exist between us.

Set in a stunning rural Berkshire location, two miles apart, both schools have state-of-the-art facilities, extensive grounds, and a proud heritage. Both have generated strong momentum in recent years, establishing reputations for education excellence within a nurturing environment characterised by family values and exceptional pastoral care. The Bradfield Group is proud to be able to offer an outstanding day and boarding education to pupils aged 3 to 18 years old.

With an annual turnover of circa £40m the Group is looking to some significant milestones, such as Bradfield's 175th anniversary in 2025, and is investing heavily in developing high-quality, inspiring campus environments. The Group has a substantial estate and wider fixed asset base amounting to £71m. There has been investment in the estates of £24m over the past four years and scheduled expenditure of £26m over the coming five years. The asset base is partly funded by a £30m private bond with a term running to 2048.

The Group Finance Director will play a strategic leadership role in helping to position the Group for future success and development. This is an exceptional opportunity for somebody with innate skills, confidence and talent to oversee the management of the finances and investments of the Bradfield Group, to develop the business strategy in partnership with the Governing Body, and through vision and prudence to enable the Group to remain affordable and in tune with the needs and demands of the parent base, both current and future.

AN INTRODUCTION TO THE BRADFIELD GROUP

Bradfield College History

Bradfield College was founded by the Reverend Thomas Stevens, Rector of St Andrew's Church and an Assistant Poor Law Commissioner. He engaged the great Victorian architect Sir Giles Gilbert Scott, initially to enlarge the village church and then to build a choir school. The manor house and Bradfield Place, situated in what is now the north-east corner of the present Quad, became home to the new College.

The first pupils arrived in 1850 and by 1853 there were more than 60 boys. Over the next five decades, numbers grew to around 400. The introduction of girls into the Sixth Form in 1989 and the subsequent transition to full co-education in 2004 led to a period of considerable and sustained growth.

The College welcomes pupils from the UK and overseas with the pupil body soon numbering approximately 840, comprising 340 girls and 500 boys from 13 to 18 years of age. Boys and girls enter Bradfield at 13+ (Year 9) and many more join the College's popular and vibrant Sixth Form, where they can choose to study either the IB or A Levels. Faulkner's, a state-of-the-art boarding house, is specially designed to help all girls and boys make a happy and successful transition from prep school to senior school; pupils then move into one of 11 senior houses. Bradfield offers an unrivalled co-curricular programme for all pupils which ensures that every girl and boy has the opportunity to develop valuable skills outside the classroom, wherever their interests lie.

St Andrew's School History

St Andrew's was founded in 1934 with just two staff and eight boys. RW Robertson Glasgow and W Ward Clarke were joint Headmasters when the School opened its doors for the first time on 11th May 1934. 'From small acorns do mighty oaks grow' and St Andrew's has steadily grown to its present size of 325 boys and girls.

The original Victorian Gothic building was Buckhold, an 1885 house designed by Alfred Waterhouse, which still forms the core of the School today. Over the years it has been converted and significantly extended. Additions over the years include a modern Pre-Prep, Nursery, Music Centre, Art and Design Facilities, Drama Studio, teaching block including science laboratories. Alumni include The Duchess of Cambridge, David Cornwell (aka John Le Carré), Howard Hodgkin, Adam Hart-Davis, Sir Chris Llewellyn-Smith, Sir Michael Llewellyn-Smith, Andrew Alexander, Duff Hart-Davis, Admiral Benjamin Bathurst, JKH Brunner, Emily Bevan and Adrian Liddell Hart.

Set in 54 acres of beautiful woodland and playing fields, the school makes extensive use of the grounds, and the sense of freedom and well-being that this creates, is an important element of the St Andrew's education. It is now an established co-educational day and boarding Prep School from 3 to 13 years (Nursery-Year 8), with most pupils joining in Nursery or Reception. Academic attainment and outstanding pastoral care are synonymous with St Andrew's and the children move on to a range of top day and boarding schools at 13+, with a high percentage awarded scholarships.

Bradfield College's Mission, Aims and Values

A Bradfield education acts as a bridge to a life lived without boundaries. As its pupils move into an exciting but uncertain future, Bradfield nurtures the ability to adapt the knowledge of the past to the future and foster the skills and attitudes that will help all pupils confront the challenges it brings with confidence.

Bradfield seeks to develop attributes that will enable pupils to thrive personally and professionally, encouraging pupils to understand the world around them and their place within it. In the same way, Bradfield itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its values: kindness, integrity, respect, inclusivity and positivity.

Bradfield College's purpose is to provide an outstanding education for life, equipping the young people in its care to flourish personally and professionally and to make a positive contribution to society.

To achieve this, Bradfield aims for its pupils to enjoy school and fulfil their potential within and beyond the classroom, developing the following attributes:

- the confidence that inspires us to identify and develop our interests and talents;
- the inclusive open-mindedness that values diversity and encourages service to others;
- the resilience that comes from challenging and taking responsibility for ourselves;

- the sense of inquiry that underpins academic achievement and lifelong learning;
- the powers of communication that enable us to play an active part in society;
- the potential for innovation in a changing world through creativity and entrepreneurship.

St Andrew's School's Mission, Aims and Values

The School's vision and aims are to provide an all-round and forward-thinking education which cherishes a child's individuality whilst nurturing their happiness, confidence and passion; preparing children to be positive contributors in life. The School actively encourages pupils to strive in all areas of their learning and to uphold the School motto, 'Altiora Petimus' ('to seek higher things'). This is achieved through the promotion of our core values:

- to be kind;
- dare to think differently;
- be your best self.



St Andrew's School

LEADERSHIP AND MANAGEMENT

The Group Finance Director will assist the Headmaster, Dr Chris Stevens and Council in formulating the Group's strategic aims, whilst also collaborating with the Chief Operating Officer in the delivery of all aspects of the Groups operations, its commercial activities and external partnerships. The appointee will attend and present at Council, Finance and General Purpose Committee, Investment Committee and the Estates Committee. They will be a key member of the Group Executive Management Team (EMT) as well as the College Senior Management Team (SMT), which comprises:

- Dr Chris Stevens - Head
- Owen Adams - Chief Operating Officer
- Group Finance Director
- Andy Logan - Second Master
- Neil Burch - Senior Master
- Alexandra Acton - Senior Deputy Head (External Relations)
- Elizabeth Wells - Deputy Head (Academic)
- Richard Penny - Deputy Head (Pastoral)
- Roger Wall - Deputy Head (Co-Curricular)
- Sarah Davies - Assistant Head (Safeguarding)

The Group Finance Director will also be a core member of the Operational Management Team (OMT) which comprises:

- Owen Adams - Chief Operating Officer
- Group Finance Director
- Caroline Page - Head of HR
- Kester Russell - Commercial Director
- Trevor Benstock - Director of IT Services
- Julia Bond - Capital Programme Manager
- Shaun Fleming - Health, Safety & Security Manager
- Anthony Hough - Director of Estates
- Rob Pynegar - Catering Director
- David Palmer - Estates Bursar, St Andrew's Berkshire

Applications are invited from those in both educational and non-educational settings.



THE ROLE

Scope of the role

The Group Finance Director will be accountable for the financial management of the Group, with appropriate risk controls, overseeing the Group's finances and budget. They will report directly to the Headmaster and also to Council on Strategic and Financial matters. The Group Finance Director will also be responsible for the delivery of the Business Strategy, an integral element of Strategy 2025, and the metrics aligned to this. A key component of this role will be the ongoing development and monitoring of control systems, designed to preserve the Group's assets and to allow for accurate financial reporting, in accordance with the policies of the governors and statutory requirements.

The Group Finance Director is responsible for managing the Finance Team, supported by the Financial Accounting and Reporting Manager, and for managing the Procurement and Contract Management function, ensuring that all outputs are delivered in an effective and timely manner and that appraisals are carried out workloads reviewed as necessary.

Key objectives

- to assist the Headmaster and Council in formulating the Group's strategic aims, whilst ensuring that the design and implementation of the strategic aims is achieved, in full knowledge of all relevant regulatory, financial and budgetary information;
- to further develop and monitor performance measures, KPIs and metrics that support the Group's strategic direction and achievement particularly in the context of a changing economic and fiscal environment;
- to lead debate on, and develop, the most appropriate financing and funding models to ensure that, at all times, the financial interests of the Bradfield Group are promoted and protected;
- to be the trusted adviser to the Headmaster on all financial matters relating to the operation of the Bradfield Group;
- to support and influence the People Strategy policies and initiatives, particularly in regard to Pay, Pensions, Benefits and Housing;
- to maintain a clear sustainable financial forecast incorporating forward trading projections, capital expenditure with efficient and effective capital allocation and planning;
- to have a clear understanding of the implications of potential future fiscal changes and to help lead the debate on strategies to protect and develop the long-term success of the Group effectively and effect change where appropriate;
- to collaborate with the Chief Operating Officer in the delivery of all aspects of the Group's operations, its commercial activities and external partnerships;
- to attend and play a key role on Council, and committees including Finance & General Purpose Committee, Investment Committee, Estates Committee, St Andrew's Committee;
- to attend and play a key role in the Group Executive, College Senior Management Team, School Senior Leadership team and Operational Management Team.

Key responsibilities

Statutory Accounts

To manage the finance team to ensure:

- timely preparation of the statutory accounts for the Bradfield Group, its trading subsidiaries, and the Bradfield Foundation in Charities SORP format (Statements of Recommended Practice), ready for audit;
- timely preparation of all the lead schedules, reconciliations and accounts required by the auditors;
- to act as the senior contact for the Bradfield Group audit.

Financial Planning and Reporting

- to prepare annual budgets and collation of submissions from budget holders for all group companies;
- to prepare and monitor the Group's fee income budget;
- to prepare the Group's pay budget for all group entities, liaising with the Headmaster as necessary;
- to present termly management accounts for the Group and its subsidiaries;
- to model and manage Group cash flow and report termly to Governors;
- to provide forecasts of the Group's income and expenditure termly for Governors;
- to report termly to Governors on the Group's capital expenditure and forecast future expenditure;
- to ensure all appropriate corporate, business and tax planning measures are in place;
- to prepare analysis for periodic industry benchmarking and to assess and interpret the results, using the findings proactively to identify opportunities for performance improvement.

Financial Control

- to constantly seek to improve the accounting standards, financial awareness and the requirement for cost control throughout the Group;
- to manage financial, accounting and purchasing systems to ensure compliance with best practice and to review, revise and implement financial procedures and processes as necessary;
- to ensure appropriate processes are in place to ensure that documentation is completed and retained to support all financial transactions and to query any transactions with beneficiaries/authorizers as required;
- review on a regular basis contracts of major suppliers and services, providing recommendations to the Executive Management Team and Senior Management and leadership at both College and St Andrew's School.

Financial Management

- monitoring of the sales ledgers for the Group and trading subsidiaries, pursuing debtors where necessary;
- to regularly review balance sheet control codes and ensure balances are reconciled;
- to work with Development Office staff to ensure accounting and reporting requirements for the Bradfield Foundation and Old Bradfieldian Society are met;
- to work with the Group's Commercial staff to ensure accounting and reporting requirements for the trading subsidiaries are met;
- to monitor the performance of the Group and Foundation investments, acting as the primary point of contact with fund managers;
- to ensure costs are recorded or recharged in the correct entity and reported appropriately so that performance by entity can be managed effectively.

Risk Management

- to take a proactive lead across all the Group's activities to ensure that the financial risks are monitored, controlled and communicated;
- to prepare the Financial Risk Management Register for review by Council;
- to ensure the Group has appropriate insurance in place at all times and to manage the relationship with the insurers

Pupil Billing

- to oversee the termly billing of pupils, ensuring that all fee adjustments are accurately updated;
- to respond to all enquiries, provide quotes and maintain the detailed accounts of the Advance Fees Fund;
- to ensure billing debts are recovered promptly, communicating with fee payers and solicitors as necessary, and producing regular reports on outstanding debtors;
- to manage the means testing process, assess bursary applications, and work closely with the Admissions team, in conjunction with the Headmaster to agree value and number of bursary offers within the financial parameters agreed with the Governors.

Bond Management and Banking

- to understand the mechanics of the bond and monitor covenant performance under the terms of the bond indenture, as well as maintain a good relationship with Pricoa;
- to ensure that all the Group's bank accounts are reconciled monthly, and to manage cash balances to ensure the maximum return is made on surplus funds;
- to ensure that all banking transactions are authorised in accordance with the bank mandate and to act as principle contact for all day-to-day banking matters.

VAT and tax planning

- to oversee the preparation of the quarterly VAT returns for the Bradfield VAT group and ensure all policies and procedures ensure compliance with relevant legislation;
- to provide VAT and taxation advice to budget holders;
- to support HR on all employment tax matters;
- to be the senior responsible contact for HMRC, as required.

Payroll

- working closely with the HR team, to oversee the payroll function and ensure appropriate controls and procedures are in place for timely and accurate payment of all salaries and wages, including PAYE and pension contributions;
- to oversee administration of pension schemes for teaching and operational staff.

Other duties

The following duties will be deemed to be included in the duties which may be required to perform:

- to fulfil any duties as may be reasonably delegated by Council in support of the College operation;
- child protection, discipline, health and safety.



PERSON SPECIFICATION

The successful candidate will be a high performing, strategically attuned, CCAB qualified accountant, with excellent interpersonal and communication skills, both orally and using ICT, who has the proven track record of developing and managing a team.

Previous experience within the independent schools' sector is not a requirement but candidates must be able to demonstrate the capacity to transfer their experience, skills and knowledge of similar environments into a collegiate and collaborative academic community.

More specifically, the successful candidate will have the following qualifications, experience, skills, knowledge and personal attributes:

Qualifications and Experience

- a good first degree with the intellect and professional credibility to inspire trust and confidence within the Bradfield Group's community;
- a CCAB qualified accountant with a proven track record of success in leading and developing a finance function;
- in-depth financial and commercial knowledge and experience;
- proven ability to establish and nurture multiple relationships and engender confidence both internally and externally;
- experience of overseeing accounting systems and a proven track record of developing related processes;
- experience of identifying and delivering effective change in a manner that is sensitive to the wider environment;
- demonstrable experience of producing statutory accounts.

Skills and Knowledge

- strong ICT skills are essential, particularly in Microsoft Excel;
- outstanding communication skills, a positive outlook and the ability to work sensitively and harmoniously with the Head, Council and Bradfield Group staff and parents;
- proven ability to organise and deliver results to challenging deadlines;
- the confidence and ability to oversee challenging commercial transactions;
- experience of communicating financial and/or management accounts, processes and functions to lay audiences;
- the maturity to challenge ideas and question where necessary;
- a highly numerate person, able to see the bigger picture and pursue goals towards it.

Personal Attributes

- a confident financial leader able to operate sensitively and effectively with the senior management team and Council;
- a self-starter with excellent communication and interpersonal skills, with a collaborative and "hands-on can-do" approach;
- good judgement and high levels of integrity;
- a strong sympathy with the College as an academic environment, a charity and a business, and a genuine identification with the ethos and values of the Bradfield Group;
- an individual committed to the development of a working culture, which values and celebrates the contributions and achievements of colleagues.



APPOINTMENT PROCESS AND HOW TO APPLY

Bradfield College is partnering with JTD Connections Ltd (Joining The Dots) to undertake an executive search exercise alongside the public advertisement of this post. JTD will support the College in identifying a wide and diverse field of suitable candidates and will assist in the assessment of candidates against the requirements for the role.

Candidates should submit a full Curriculum Vitae (including comprehensive details of key achievements and responsibilities) and a covering letter addressed to the Headmaster, Dr Chris Stevens. These should fully address the competencies outlined in the job description and person specification and must be sent to our recruitment partner David Stephens (david@davidconsulting.co.uk).

The shortlist of candidates will be selected in the week commencing 26 February and shortlisted candidates will be invited to visit the College and have a first round of interviews on either the morning of Tuesday 5 March or Wednesday 6 March. Successful candidates will be invited to attend a final interview at the College on Tuesday 12 March.

Bradfield College is committed to safeguarding and promoting the welfare of children and young people and the Council of Governors expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.



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