



WESTONBIRT  
SCHOOL

# HEAD OF FINANCE

- CANDIDATE PACK -



## THE OPPORTUNITY

The position of Head of Finance is a crucial role leading the Finance Team. The post-holder will be responsible for:

- Budgetary control
- Monitoring and managing all aspects of expenditure
- The accounting records and reporting for Westonbirt School
- Being finance partner for Wishford Commercial Team
- Direct line management for the Finance Manager, as well as overseeing a small team

The Head of Finance will lead the Finance Team. Working closely with the Heads, Director of Estates and Services, SLT, and budget holders, including, providing financial support and accurate, timely reporting to the Wishford Group Head of Reporting.

They will also act as the finance partner to the Wishford Commercial team, supporting high-growth activities such as language schools, holiday clubs, leisure services, and weddings and events. This includes collaborating on pricing, planning, reporting, and analysis.

This role requires a qualified accountant, and we welcome applicants from a variety of backgrounds and experience levels. Due to the size of the organisation, it is a hands-on position overseeing a team of four, including direct line management of the Finance Manager, at a particularly exciting time of growth and capital investment.

This is a full-time role, and as a boarding school operating seven days a week, occasional evening and weekend support may be required.

## SAFER RECRUITMENT

Westonbirt School recognises its responsibility to safeguard and promote the welfare of the children and young people in their care.

This responsibility encompasses the following principles:

- To protect children from harm (maltreatment).
- To prevent impairment of children's health and development.
- To ensure that children are growing up in circumstances consistent with the provision of safe and effective care, thus enabling those children to have optimum life chances and to enter adulthood successfully.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.



## HOURS, SALARY & BENEFITS

**Hours:** This is a full time, year round permanent role.

**Salary:** Up to £75,000 pa

### Benefits:

- 5% employer pension
- Shopping discount card
- Potential means tested staff discount
- Complimentary lunch where possible
- 25 days annual leave + bank holidays
- Access to the groups counselling scheme
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- On site parking
- Personal accident at work cover

**Reports to:** Finance Director

**Start Date:** As soon as possible (dependant upon notice periods and the receipt of safer recruitment checks).

## APPLICATION & KEY INFO

To apply, you should complete the schools application form, which can be found on Westonbirt School website.

The application form may be accompanied by a covering letter of no more than one page. - [Link here](#)

You can apply on TES - [Link here](#)

Closing Date: 9am Friday 30th January 2026.

First round interviews: W/C 2<sup>nd</sup> February 26

If you have any queries or would like further information, please do not hesitate to contact Mrs Joanna Scott, Finance Director on

[Joanna.Scott@wishford.co.uk](mailto:Joanna.Scott@wishford.co.uk).

If you need any adjustment for the application or interview process please contact:

[Michelle.Andrews@westonbirtschool.uk](mailto:Michelle.Andrews@westonbirtschool.uk)

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



# JOB DESCRIPTION

## **Financial Strategy and Reporting :**

- **Management Accounts:** Lead on the preparation of monthly reporting to feed into the Wishford Group reporting manager. Production of departmental reporting analysis on at least a termly basis.
- **Reporting:** Produce high quality financial reports to include KPIs, analysis and commentary. Using the group reporting templates, work with the Wishford team to identify opportunities to enhance and improve reporting for multiple stakeholders.
- **Planning and Budgeting:** Produce monthly forecasts for current year results. Play a key role in the annual budgeting cycle, support long term planning and have financial oversight of capital projects.
- **Strategic Support:** Assist the Finance Director in developing financial strategies that support educational and commercial goals.

## **Operational Oversight :**

- **Team Leadership:** Manage and motivate the local finance team and be a key person in the wider Wishford finance team. Responsible for recruitment, appraisals and daily management of team of four, with one as a direct report.
- **Business Partnering:** Work as a member of the school management team and as the finance partner for the Commercial team to provide reporting, analysis and support. Offer insight and ideas for expansion, improvements and opportunities.
- **Core Operations:** Ensure efficient, accurate and timely operations across billing, purchasing and credit control. Lead on the allocation of discounting, working in conjunction with the Wishford and school management teams.
- **Payroll:** Oversee payroll data for accuracy and cost management. Support HR and payroll teams as required. Ensure compliance with HMRC reporting.
- **Treasury:** Support with the provision of cash analysis and forecasting.
- **Systems:** Identify and implement opportunities to work more efficiently and improve outputs using systems. Support the Wishford finance team with the implementation of any group wide systems, to include reporting, forecasting and budgeting.



# JOB DESCRIPTION

## **Governance and Compliance:**

- **Statutory Reporting:** Responsible for the annual audit and tax process locally, working within the wider group process and to deadlines set.
- **VAT:** Provide quarterly VAT values to feed into group returns. Support group VAT accountant as required, to include partial exemption calculations and capital goods scheme annual claims.
- **Compliance:** Comply with group finance procedures.
- **Tax:** Ensure accounting records enable maximum recovery and allowances to be claimed. Identify opportunities for enhanced claims. Work with outsources tax specialists on large capital projects and annual returns.

## PERSON SPECIFICATION

We are seeking a commercially minded qualified accountant with demonstrated experience in an entrepreneurial high growth environment. The right person will be able to balance strategic oversight with being in a hands-on role in finance and as a key person in the wider school community.

### **Qualities/ Skills:**

- Lead by example with honesty, integrity and discretion
- Proactive, accurate and extremely organised and effective in detailed accounting functions
- A keen eye for detail and the ability to work to deadlines
- A flexible and proactive approach
- Good written & oral communication skills

### **Experience:**

- Qualified Accountant

### **Essential:**

- Demonstrated experience in a senior but hands on role outside of practice
- Experience of leading a finance team that included transactional processing and accounting
- Excellent IT skills including advanced excel skills and proficient in use of finance systems

### **Desirable:**

- Experience of working in a school environment
- Understanding of tax and capital allowances



## WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: [www.westonbirt.org](http://www.westonbirt.org)



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## WISHFORD SCHOOLS

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises of independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit:  
[www.wishford.co.uk](http://www.wishford.co.uk)

