



MERCHANT TAYLORS'
School

Head of Finance

From August 2025

Information for Candidates



Welcome from the Head Master



We are delighted that you are interested in joining us at Merchant Taylors'. We are a highly successful day school for boys aged 11-18 situated in north-west London, close to Moor Park on the Metropolitan Line.

This is an exciting time for Merchant Taylors' School. The School delivers academic excellence by nurturing pupils' individual passions and interests, instilling a lifelong love of learning. At the heart of the School is its commitment to holistic education: offering the widest set of experiences to each pupil. An education at Merchant Taylors' is academic and challenging, but full of joy.

We hope this brochure gives you a sense of Merchant Taylors' School and the role you could play here. I warmly invite you to join us on this journey.

Yours sincerely,
Simon Everson

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for you.



The School

Merchant Taylors' School is a leading independent day school offering an outstanding, all-round education for over 960 talented boys aged 11 to 18 years. Competition for places is fierce, and entry is by competitive assessment at 11+ and 16+. Merchant Taylors' Prep School caters for an additional 370 boys from 3 to 11 years of age offering a through-school experience for appropriately suited boys.

Renowned for its high academic achievement, Merchant Taylors' pupils are intellectually able, curious and enthusiastic about learning. These qualities are fostered through an academically ambitious curriculum and forward-thinking teaching methods that seek to stretch, challenge and support boys in their studies. A wide range of co-curricular activities further inspires and develops the boys' skills, passions and interests, ensuring they develop as happy, confident individuals ready to make their mark on the world.

Public examination results are outstanding, the majority of students proceeding either to leading universities as well as medical schools in the UK or abroad. We pride ourselves on our outstanding pastoral care as well as our excellent academic results, and aspiration in all areas goes well beyond the norm, making Taylors' a particularly exciting and rewarding place to teach.



History

Merchant Taylors' School has been one of the leading boys' schools in the UK since its foundation by the Merchant Taylors' Livery Company of the City of London in 1561. One of the nine great 'Clarendon schools', its alumni have achieved distinction throughout history. However, the school wears its heritage lightly, its strong sense of tradition very much at the service of the future. Through the Merchant Taylors' Educational Trust, it retains close links with other Merchant Taylors' schools, and with the Merchant Taylors' Company itself. Relocated from the City of London to Sandy Lodge, Northwood in 1933, the School sits on 280 acres of playing fields, and lakes, all within easy reach of Central London, Middlesex, Buckinghamshire, and Hertfordshire.

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Campus and Facilities

Merchant Taylors' is fortunate to have some of the finest school grounds in the country. With state-of-the-art facilities, it provides an exceptional educational environment for its pupils. Located in Moor Park in North London, Merchant Taylors' is just a 30-minute underground journey from Central London and is easily accessible from Hertfordshire, Middlesex and Buckinghamshire.

The School's impressive sporting infrastructure includes 60 acres of playing fields, a new world-class five-lane indoor cricket centre, cricket nets, ten cricket squares, a heated indoor pool, a large indoor sports hall, three floodlit all-weather hockey pitches, lakes for sailing and windsurfing, floodlit hard tennis courts, squash courts and an athletics track.

The state-of-the-art Design, Engineering and Technology building has university-standard equipment. A Recital Hall and Studio Theatre means the performing arts are well catered for.

Innovation

Digital Learning is a key tenet of our provision for exam classes: pupils studying for GCSEs and A Levels each have their own Surface tablet, working digitally on OneNote for most of their lessons. Staff are provided with Surface Pros and this has allowed us to reimagine what school work looks like, enhancing collaboration, differentiation, tailored feedback and engagement. Merchant Taylors' is an exciting, rewarding environment in which to teach and provides the means for the development of a successful career in a place with a real sense of community.

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The Position

Merchant Taylors' School is recruiting a Head of Finance from August 2025 to succeed the current post-holder who is retiring. The successful candidate will report to the Bursar and the Finance Committee and lead a department of six experienced staff, including:

- School Accountant
- Accounts Manager
- Payroll Manager
- Accounts Payable Clerk
- Accounts Receivable Clerk

The School is well placed to navigate the turbulence and volatility that has disrupted the sector this year. The School is in a stable financial position, with no debt and adequate cash reserves to cover short to medium term economic challenges. Pupil numbers remain strong, despite the recent impact of VAT on school fees and demand for places at both the Prep and Senior School remains high. In addition to the primary source of income through school fees, the School generates additional income by letting sports facilities through Merchant Taylors' School Enterprises Ltd, which contributes towards bursary funding. This also provides significant public benefit and support to the local community.

The successful candidate will be a confident finance professional who is competent to manage a turnover of circa £30m using the School's financial information system (WCBS PASS). This role will require effective leadership of the Accounts Team, ethical financial management and the production of clear financial reports to the Board, in close liaison with the Bursar.

Diplomacy, communication skills and professional standards will be required to ensure that appropriate financial standards are applied across the School.



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Summary of Responsibilities

The Head of Finance will have core responsibilities for:

- Effective management of payments and receipts and financial records using WCBS PASS accounting software.
- Preparation of termly management accounts in support of the Board including five year income/expenditure, cash flow and capital expenditure forecasts.
- Preparation of annual statutory accounts in close liaison with Auditors (Saffery).
- Oversight of cash and banking facilities managed by the Accounts Manager.
- Oversight of payroll, in close liaison with the Payroll Manager and Head of HR.
- Management of staff pension schemes in close liaison with the Bursar and Payroll Manager (TPS and APTIS).
- Oversight of P11Ds in close liaison with the Payroll Manager.
- Maintenance of the Fixed Asset Register and calculation of depreciation.
- Oversight of quarterly VAT returns prepared by the Accounts Manager.
- Compliance with HMRC requirements.
- Submission of financial data for periodic survey reports.
- Preparation of the School's annual budget in liaison with the Bursar for endorsement by the Head Master.
- Ensuring the School's statutory obligations with Companies' House and the Charity Commission remain up to date.
- Maintenance of the School salary scales for teaching and support staff, in close liaison with the Head of HR.
- Preparation of financial information to the Remuneration Committee.
- Drafting communication with parents on financial matters in support of the Bursar.
- Financial management of bursaries and scholarships in support of the Head Master.
- Briefing and advising the Finance Committee on the School's financial position, in close liaison with the Bursar.
- For promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head Master.

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Person Specification

Qualifications

	Essential	Desirable	Method of Assessment
A recognised professional qualification in accounting: ACA, ACCA, CIMA, CIPFA.	✓		Production of the applicant's certificates and confirmation during interview.
Membership of a relevant professional body.		✓	

Experience

	Essential	Desirable	Method of Assessment
Minimum of 10 years experience in financial management of a similar scale organisation.	✓		Contents of the application form.
Successful track record of financial management of a school, charity or similar organisation.		✓	Interview.
Experience of Charity/Not for Profit accounting and statutory reporting (SORP).		✓	Professional references.

Skills

	Essential	Desirable	Method of Assessment
Proven track record as an effective team leader.	✓		Contents of the application form.
Competent management of VAT.	✓		
High level of proficiency in Excel and accounting applications.	✓		
Competent management of salaries and benefits.	✓		Interview.
Effective written and verbal communication skills.	✓		Professional references.
Strong interpersonal skills and enthusiasm.		✓	
Familiarity with WCBS Pass or equivalent financial accounting systems.		✓	Practical Task.
Payroll experience in support of teaching and support staff.		✓	

Knowledge

	Essential	Desirable	Method of Assessment
Sound knowledge of financial regulations and accounting principles.	✓		Contents of the application form.
Understanding of terms and conditions in the Education Sector.		✓	Interview.
Awareness of GDPR and management of sensitive financial information.		✓	Professional references.

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Personal competencies, qualities, attitude and behaviours

	Essential	Desirable	Method of Assessment
Strong personal work ethic and leadership example.	✓		Contents of the application form.
Ability to work as a team player in support of the Executive, whilst leading and developing the Accounts Team: School Accountant Accounts Manager Payroll Manager 2 x Accounts Assistants	✓		Interview. Professional references.
Unquestionable financial and commercial integrity.	✓		
Highly organised with the ability to delegate.	✓		
Emotional resilience in working with a diverse School community.		✓	
Diplomacy when supporting the School staff and liaising with external agencies.		✓	
Ability to prioritise and work to deadlines.		✓	

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Conditions & Benefits

General Conditions

Start date: 1 August 2025

Hours: Full time role working 37.5 hours per week (8.30am -5.00pm/Monday to Friday).

Salary: From £65,000 per annum dependent on skills, experience and qualifications.

Other Benefits

- 25 days per annum plus public holidays.
- 15% employer contribution to a defined contribution pension scheme (3% employee contribution).
- Life cover 4 x annual salary and income protection.
- Access to a cash flexible benefit in lieu of pension contribution.
- Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider.
- Staff fee remission on school fees (subject to admissions criteria).
- Use of School leisure facilities, including pool, gym and fishing lakes.
- Lunch provided free of charge when the School Catering Department is open.
- Free parking on site, with access to electric vehicle charging (payable via app).
- Support for professional development and professional membership fees.



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The Process

Please complete an application form and an accompanying letter (maximum 500 words) outlining your suitability for the post; you may wish to include a brief CV.

Applications to be submitted by 9.00am, Thursday 8 May 2025

Interviews to be held at the School on Thursday 15 May and Friday 16 May 2025

If you have any questions regarding the role, please contact Ian Williams, Bursar:

bursarsoffice@mtsn.org.uk

Applications to (email or post):
Recruitment Officer,
Merchant Taylors' School,
Sandy Lodge,
Northwood,
Middlesex,
HA6 2HT
Email: recruitment@mtsn.org.uk

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. This role will bring you into contact with children, you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.

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