

Brief for the position of  
**Director of Finance**



**LATYMER  
FOUNDATION**  
HAMMERSMITH

*Inspiring  
Minds*



ODGERS BERNDTSON



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# Background

*Latymer Upper School was created by a generous act of charity. Writing his Will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of “eight poore boyes” from Hammersmith. Since its inception, the School has changed markedly, with a thriving Lower and Upper School, although its founding aims and values have remained the same for many hundreds of years.*

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully coeducational pupil body of approximately 1,200 girls and boys from all over West London and beyond, and a further 170 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer ‘buzz’ and energy that permeates the whole school; it’s innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. In 2022, 95% of all results were graded ‘7’, ‘8’ or ‘9’ (previously known as A/A\*), with 62% of all grades awarded at grade ‘9’. Furthermore, 29 students were awarded straight ‘9’s, and 62% of all grades awarded across the GCSE year group were at grade ‘9’.

Similarly, at A Level, Latymer’s achievements rank amongst the most impressive in the country, with 83% of grades at A\* and A, 48% at A\*, and 88% of university applicants achieving their first choice destinations. Amongst these, 19 students gained places at Oxford and Cambridge, 82 students to leading international universities including MIT, Princeton and Columbia, and 19 students went on to study medicine and veterinary science.







## AIMS AND ETHOS

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

Latymer Upper School aims:

- To provide equal opportunity for academically able students from all walks of life to develop their talents to the full.
- To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities.
- To encourage independence of thought and approach in the pursuit of excellence in all activities.
- To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community.
- To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount.
- To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community.
- To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity.
- To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence (not arrogance) and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy.



## THE LATYMER FOUNDATION

In keeping with the inclusive vision of its founder, Latymer Upper continues to offer such opportunities to London children by giving a number of means-tested bursaries to bright pupils every year based on the twin criteria of academic merit and family financial circumstances.

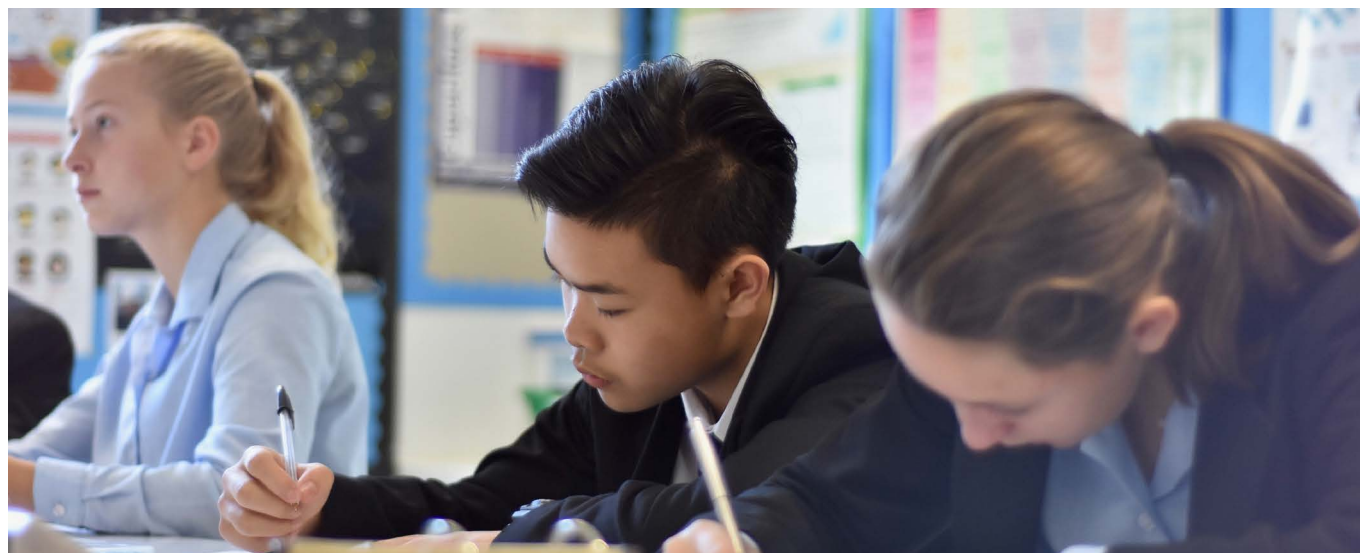
The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2014, The Latymer Foundation launched an ambitious new fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The initial target was to raise £40m to build the School's endowment and enable Latymer Upper to double its bursary provision to be able to offer 1 in 4 students a

fee-assisted place, but, 18 months ahead of schedule, the campaign has raised £39m, allowing 1 in 5 students in 2022 to join Year 7 on a Bursary, compared to 1 in 9 in 2014 and 1 in 32 in 2009. This is a lasting and significant step towards the School's ultimate ambition to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: students, parents, staff, alumni and former parents.

Detailed information about the number of current award holders may be found in the Governors' Report section of the Annual Report and Accounts.

Further information on The Latymer Foundation can be found at [www.latymerfoundation.org](http://www.latymerfoundation.org) and 2022's *Inspiring Minds* Campaign Review can be found at [https://issuu.com/latymer1624/docs/laytmer\\_school\\_campaign\\_v10\\_final\\_aug\\_web](https://issuu.com/latymer1624/docs/laytmer_school_campaign_v10_final_aug_web).





## FACILITIES

Newcomers are often surprised by the size of the site on which Latymer Upper resides, little realising on first glimpse that the School stretches from the gothic gates on King Street in Hammersmith, to Latymer's Boat House on the banks of the River Thames.

A wonderfully eclectic collection of buildings and facilities sit side-by-side on the campus. Traditional heritage buildings are as much a part of the School as the stunning later additions – the red brick of the imposing 19th century Main Hall sitting comfortably alongside the striking contemporary glass and steel of the Performing Arts Centre.

Exciting buildings help create a dynamic and creative environment in which to learn and the School takes great pride in its facilities. The new on-site Sports Centre (which includes a 25m swimming pool) opened its doors in March 2016, and is the latest of the School's construction projects. Games take place at Latymer's recently renovated Sports Complex on Wood Lane, which offers four rugby/football pitches, three cricket squares, a floodlit Astro turf for hockey, netball, football and tennis and a modern pavilion and changing rooms.

The impressively equipped Science Block was completed in 2010 and includes a well-stocked library and resource centre. Art, Music and Drama flourish at the School and are housed in inspiring buildings. The Latymer Arts Centre, with its fabulous 300-seat theatre, music school and art studios, rubs shoulders with the Performing Arts Centre, which overlooks the Piazza and features a 100-seat recital hall and dance/drama studios. Over 800 pupils learn musical instruments and the theatre productions are a wonderful space in which to showcase extraordinary talent.

Further information on Latymer Upper School can be found via the School's website [www.latymer-upper.org](http://www.latymer-upper.org).

## FINANCIAL HIGHLIGHTS 2021/22

Total Income

**£37.5m**

including Donations and legacies

**£7.4m**

mainly for bursaries

Net assets

**£113.8m**

including: Investments

**£75.7m**

Net income

**£6.7m**

Investment income

**£1.3m**



# The Role

## *Overall purpose of the job*

*The Director of Finance has responsibility for the effectiveness of the financial operations and reporting of the Latymer Foundation. The Foundation is at an exciting time in its history and continues to run two exceptional independents schools – Latymer Upper School and Latymer Prep School, both based at their King Street site in Hammersmith.*

The role is pivotal in supporting the Head with the delivery of an ambitious five year plan. They must ensure the financial strategy can support the Foundation's priorities as well as managing the potential risks that are faced in the future.

The Director of Finance will report to the Head and Governors, and has leadership responsibility for the Finance, Strategic projects, IT and Estates and Facilities teams.

## KEY INTERNAL RELATIONSHIPS

- A key member of Senior Leadership and management teams.
- Member of key Governors' committees: Audit & Risk, Finance & General Purposes, Investment Committee and the Full Governors Board.
- Direct line management responsibility for the Assistant Director of Finance, Senior Accountant, IT Director, Estates and Facilities Director and the Strategic Projects Lead.

## KEY RESPONSIBILITIES

### Strategy

- Supporting the Head to develop and implement the Foundation's strategic plan.
- Identifying and understanding the financial opportunities and risks of the Foundation in the future and how this supports and constrains the plan.
- Maintaining a long term financial strategy to deliver ongoing financial viability.
- Providing strategic leadership for the School's digital strategy.
- Oversight of the key strategic estates projects.





### Financial Management

- Day-to-day management of the Foundation's financial resources.
- Financial planning, including annual and longer term budgeting, scenario planning and forecasting.
- Managing the Finance and General Purposes and Investment Committees, setting annual schedules of decisions and liaising with relevant Governors and the Clerk to the Governors to ensure all items of business are addressed.
- Presentation of all financial reports to Governor Committees, ensuring they are clear to support robust decision-making and include the impact of both external and internal issues that arise.
- Oversee the preparation of the financial accounts and related documents for the Foundation including the published Annual Report, working closely with the Finance team and the auditors to ensure they are complete, compliant and demonstrate clearly the Foundation's public benefit.
- Overseeing the means-testing process for bursary applications.
- Preparation of all relevant benchmarking submissions.
- Overseeing the treasury management of the Foundation, dealing with all banking matters including compliance with loan agreements.
- Support the finance team with fee matters as required, supporting with any debt chasing and ensuring the financial procedures manual is followed.
- Responsible for the payment of all salaries and wages for all employees, with correct calculations of PAYE, National Insurance, pensions, statutory sick pay and statutory maternity pay.

- Overall responsibility for ensuring the Foundation's statutory documents relating to taxation, pensions and VAT and completed.
- To be a Trustee of the Former Support Staff Pension Scheme and manage the administration of the Scheme including liaising with the actuary, pension providers and investment managers as required.
- Preparation of any required business cases for the strategic projects to support investment.
- Oversee the preparation of the financial accounts and related documents for 1624 Ltd, a wholly owned subsidiary of the Foundation.

### Risk Management

- Ownership of the Foundation main risk register, working with colleagues to ensure it is kept up-to-date and is complete.
- Working closely with the Audit & Risk Committee to ensure the Governor attitude to risk is accurately reflected in the mitigations recorded, and working with senior colleagues to review where target risk scores are not yet achieved, what plans are in place to address this.
- Supervising the School's insurance arrangements, overseeing the contract with the insurance broker.

### Investment and Contract Matters

- Monitoring and administering the Foundation's Investment Portfolio in support of the Investment Committee and dealing with all correspondence relating to this.
- Managing the financial affairs of the Foundation investment property at Whitton.
- Managing the Foundations' leasehold interests, ensuring the financial affairs are managed and leading in future contractual negotiations.



# The Person

## ESSENTIAL EXPERIENCE

- Significant experience at Finance Director level or equivalent.
- Proven ability to lead, develop, manage and motivate teams and individual direct reports.
- Proven experience of budget preparation, setting and monitoring and financial forecasting.
- Proven experience of preparing and presenting financial and management accounts, reports and data.
- Experience of liaising with auditors, pension advisers and board members.
- Understanding of Investment Management.
- Understanding of Pension Scheme Administration.
- Charity Accounting.
- Experience within IT and Estates Management would be an advantage.

## KNOWLEDGE/QUALIFICATIONS

- Qualified accountant to at least CIMA, ACCA, ACA or CIPFA level.
- Good working knowledge of current accounting software systems.

## SKILLS/ABILITIES

- Personal resilience.
- Excellent communication; both oral and written with strong interpersonal skills.
- Proven report-writing skills.
- Excellent IT skills (Word, Excel, Outlook, Google suite).
- Proven ability to liaise with statutory agencies e.g. Charity Commission, HMRC.
- Excellent team working skills with the ability to work as part of the Senior Management Team contributing to effective strategic and operational decision making.
- Ability to set targets, motivate and inspire staff.
- Ability to prioritise and manage responsibilities under pressure.
- Personal Integrity and Confidentiality.
- Excellent time management skills.





# How to Apply

*Latymer Foundation has engaged the services of Odgers Berndtson to assist with the recruitment of the next Director of Finance.*

The closing date for applications is **Friday 10 March at 09.00 GMT**.

Initial interviews with Odgers Berndtson will take place in during **weeks commencing 20, 27 March & 3 April**. Shortlist interviews with the Selection Panel will take place on **Monday 24 April**. Candidates taken forward to the final stage will be invited to have briefings with the Foundation during **week commencing 1 May** and final interviews will take place on **Wednesday 10 May**.

In order to apply, please submit an application form, a comprehensive CV and a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is online at: [www.odgers.com/88152](http://www.odgers.com/88152).

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process. This will assist the client in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equal Opportunities Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

For a conversation in confidence, please contact:

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## PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/ application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

*Latymer Foundation is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*







# *Inspiring Minds*



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