



Hockerill
Anglo-European College

CHIEF FINANCE OFFICER (CFO)

JOB DESCRIPTION



Welcome from the Principal

Thank you for your interest in the position of Chief Finance Officer at Hockerill Anglo-European College.

Hockerill is a unique state boarding school with a strong international ethos and a reputation for academic excellence. Our community is enriched by boarding, the International Baccalaureate, and a commitment to developing young people who are open-minded, resilient and prepared for the challenges of a global society.

This is an exciting and challenging time to join us. Like many schools, we are operating in a financially constrained environment, and we need an exceptional CFO who can provide strategic financial leadership, maximise opportunities for income generation, and ensure the long-term sustainability of the College. The role will be pivotal in supporting governors and senior leaders to make informed decisions, whilst also ensuring robust financial systems and compliance.

We are seeking a highly skilled and motivated professional who shares our values and commitment to doing the very best for our students. If you are ambitious, innovative, and eager to contribute to the future of one of the country's most distinctive schools, we would be delighted to hear from you.

If you would like to speak with us in advance of applying, please do not hesitate to get in touch.

I look forward to receiving your application.

Alasdair Mackenzie
Principal



Hockerill Anglo-European College is a co-educational 11-18 state school, set in a leafy parkland campus in the market town of Bishop's Stortford. Hockerill is an International Baccalaureate (IB) World School, a thriving and caring academic community, which places a very strong emphasis on international outlook and global citizenship.

The College currently has 933 students, over 40% of whom are boarders. As a 24-hour community, the College offers a wealth of extra-curricular activities and an unstinting commitment to pastoral care. With a vibrant, international ethos, it attracts students from both the UK and overseas. The College timetable reflects the boarding nature of the school with lessons on some Saturday mornings (21).

Hockerill is committed to engaging and motivating its students through high academic standards, innovation and diversity and we offer a wide-ranging and exciting provision.

THE CURRICULUM

The College is academically strong, both in terms of GCSE and International Baccalaureate (IB) Diploma results. The IB Diploma is the sole course of study offered post 16, the Middle Years Programme and GCSEs are followed in lower years. The College specialises in Languages and Music, and there is a historical and continuing commitment to immersive language provision (most students take two modern European or Oriental languages at GCSE) and bilingual humanities teaching. All language lessons are delivered entirely in the target language. The College has been consistently ranked in the top tier



UK state comprehensive league tables post sixteen for a number of years, and achieves high rankings for its GCSE results. It is included in the list of best schools published by The Sunday Times 2024 Schools Guide.

Students follow a broad and academic Curriculum, including two Modern Foreign Languages at key stages 3 and 4. Students also study at least one Humanity subject to GCSE (which is often taught bilingually) alongside English, Mathematics and Sciences. Additionally, Hockerill offers PE, Economics, Japanese, Mandarin, Drama, Computer Science and Business Studies as well as a variety of Technology subjects, to at least GCSE level.

To support the students in preparing for life after Hockerill, there is a Careers Programme which supports all age groups and a regular Careers Fair. It also has a University Admissions Co-ordinator. Around 70% of UK students go on to Russell Group universities.

EXTRA-CURRICULAR ACTIVITIES

The Sports, Music and Extra-Curricular provision at Hockerill is extensive and underpins the College's philosophy of educating the whole person. Hockerill's musical provision is passionate and diverse, and its students can access tuition for a wide range of instruments. There are also a number of different ensembles and groups for communal music experience, under the guidance of the College's Director of Music. These include a String Ensemble, Jazz Ensemble, Woodwind Ensemble and College Orchestra. Singers enjoy the Senior Choir, Junior Choir, Chapel Choir and College Choir. The students perform in a large number of musical events throughout the year and many student musicians aspire to join the prestigious College Big Band. In addition, there are a number of dramatic productions through the year.

Sports on offer at Hockerill include Hockey, Rugby, Football, Basketball, Netball, Golf, Cross Country, Cricket and Athletics, and for a relatively small College, Hockerill performs at a high standard, winning district competitions for Rugby, Hockey, Football and Netball.

Extra-curricular activities are varied and diverse and include additional sports clubs, debating and public speaking clubs, chess club, Eco club, Model United Nations and Amnesty International clubs, Duke of Edinburgh programmes and a well established and highly respected CCF.

EXCHANGES AND TRIPS

Students are positively encouraged to participate in trips and exchanges abroad. By the end of Year 11 almost all students will have experienced school and family life in a different language and country and a number will have had several such experiences. Some students also have the opportunity to undertake work experience abroad. Recent trips have included, amongst other places, Lubeck, Munich and Potsdam in Germany, Versailles, Magny and rural Normandy in France, Liège in Belgium, Maniago in Italy, Santiago de Compostela in Spain, Tokyo in Japan, Mumbai and Tamil Nadu in India, Kampala area and Misindi District in Uganda as well as being able to practise their languages on the annual skiing trip. In recent years students have also enjoyed a Rugby trip to Canada and the USA, a Hockey and Netball tour to South Africa and our Musicians have visited the Netherlands, France, Belgium, Spain, Italy, Germany and Austria.



THE SITE

Located in the centre of Bishop's Stortford in Hertfordshire, the College has a campus with buildings ranging from Victorian to modern and surrounded by tranquil landscaping and many mature trees. On site are six Boarding Houses, all of which are located on the campus. A Health Centre, Chapel, as well as a Music Suite which has recording facilities. Hockerill's Sports Hall opened in 2019, further enhancing the College's sports offering, followed by the Science Centre in 2020. A new Sixth Form space was completed at the beginning of 2024.

HISTORY

Hockerill has an interesting history, and was originally established in the early 1850s. It was a teacher training college until 1978 and maintains links with former trainees. It re-opened in 1980 as a co-educational boarding school and became grant maintained in 1994. It completed its transformation into Hockerill Anglo-European College in 1998; at the same time becoming one of the UK's first specialist Language Colleges and adopting the International Baccalaureate Diploma Programme as its sole course for Sixth Form study. Hockerill Anglo-European College gained Academy status in February 2011.

For further information about the College, please see their website at: www.hockerill.com.



JOB DESCRIPTION

Responsible to:

The Principal

Frequent Working Contact with:

Senior Leadership team and Governing Board

Induction, Training and Development:

Appropriate induction, training and development is valued by the College, is the responsibility of the line manager and is an entitlement to the post holder whether new to the College or to the post.

Purpose of the role:

- To lead the strategic financial management of Hockerill Anglo-European College, ensuring long-term sustainability and compliance with all statutory requirements.
- To provide clear, timely and accurate financial advice to the Principal, Governing Board and its committees.
- To ensure the College makes best use of its resources in support of its educational objectives and boarding provision.
- To maximise income generation opportunities through effective financial leadership of boarding, lettings, catering and external funding, and by leading on securing funding opportunities such as CIF and other schemes available to the College.

Key Responsibilities:

Strategic Leadership

- Act as the College's senior financial professional, advising the Principal and Governing Board on all financial matters
- Provide high-quality financial analysis to support decision-making, strategic planning and capital project development.
- Contribute actively to Senior Leadership Team discussions where financial strategy and resource allocation are concerned
- Develop entrepreneurial approaches to income diversification, ensuring resilience in the College's financial model.

Financial Management

- Lead the preparation of the annual budget and three-year financial forecast, working with the Principal and Governors.
- Monitor and report on in-year financial performance, ensuring accurate monthly management accounts and cashflow forecasts.
- Oversee all statutory financial reporting, including to the DfE and external auditors, ensuring full compliance.
- Manage the Finance Team, ensuring effective systems for payroll, invoicing, credit control, pension administration and internal financial controls.
- Ensure robust financial policies and procedures are in place, regularly reviewed and consistently applied.
- Oversee and manage the College's major income streams, including:
 - **Boarding Fee Income** - accurate billing, timely collection, credit control, and detailed cost modelling by boarding house and type to inform financial strategy.
 - **Government funding** (including the General Annual Grant) – ensuring compliance with DfE requirements and maximising effective use.
- **Catering income and expenditure** – providing financial leadership, working closely with the Catering Management Team
 - **Lettings and facility hire** – maximising lettings income in line with College values and community ethos.
- Lead tendering for new catering contracts, ensuring best value and compliance.
- Work closely with the Director of IT.
- Provide financial oversight of capital projects, ensuring value for money and sustainability.
- Identify, apply for and secure additional income streams, including grants and external funding opportunities.
- Provide effective financial oversight of bursary fund administration.

Governance and Compliance

- Support the work of the Governing Board's Resources, Audit & Risk, and Pay Committees, preparing papers and attending meetings
- Act as Company Secretary, ensuring compliance with Companies House and Charity Commission requirements.
- Ensure compliance with the Academy Trust Handbook, the DfE Accounts Direction and all relevant financial regulations.

Audit and Risk

- Lead on external and internal audit arrangements, ensuring recommendations are implemented.
- Maintain effective systems of risk management and internal control.
- Ensure the College maintains adequate insurance cover for all activities.

People and Relationships

- Line manage and develop the Finance Team
- Foster positive working relationships with colleagues, governors, auditors, regulators and external partners.
- Support budget holders across the College in understanding and managing their delegated budgets.
- Build and sustain external financial partnerships (e.g. funding bodies, local authorities, educational consortia, commercial partners).

Confidentiality

During the course of employment the post holder may see, hear or have access to, information on matters of a confidential nature relating to the work of Hockerill Anglo-European College or to the health and personal affairs of students, staff and parents. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment the post holder will have access to data and personal information which must be processed in accordance with the terms and conditions of the Data Protection Act 2018. Employees are required to act in accordance with the College's Online Safety policy.

Safeguarding Children

In accordance with the College's commitment to follow and adhere to the Department for Education guidance entitled 'Keeping Children Safe in Education' and all other relevant guidance and legislation in respect of safeguarding children, the post holder is required to demonstrate a commitment to promoting and safeguarding the welfare of students in the College.

Enhanced Disclosure and Barring Service (DBS) clearance is essential.

Health and Safety

The post holder will comply with the College's Health and Safety policy at all times.



Essential

- CCAB qualified accountant (ACA, ACCA, CIMA or equivalent).
- Significant senior financial management experience, ideally within education, charity, not-for-profit or a similarly regulated environment
- Strong understanding of statutory reporting and compliance frameworks (Charities SORP, Academy Trust Handbook).
- Proven ability to prepare, interpret and present complex financial information clearly to non-specialists.
- Excellent leadership, communication and interpersonal skills.
- High personal integrity, resilience and a commitment to the values of Hockerill Anglo-European College.

Desirable

- Experience in an Academy Trust, maintained school, or similar regulated environment.
- Knowledge of DfE reporting requirements and charity accounting.
- Experience of supporting boards/trustees at governance level.
- Experience of identifying and securing external funding or grant income.
- Experience of managing complex income streams (e.g. government funding, service fees, charitable donations) with effective credit control.