

Exceptional Breadth | Individual Focus

**Candidate Information Pack**  
**Financial Controller - FP&A Focus**

Deadline for applications | Midday on Wednesday 18 February



## From the Head

Thank you for your interest in working at Cokethorpe.

Entering the School, the historic buildings set in extensive, tranquil grounds give the impression of a school steeped in tradition, of ancient chapels, converted stables, cobbled squares, and endless curiosities. Open the front door and you will discover something rather more.



Cokethorpe is a dynamic school. We are driven by a shared commitment: to inspire and guide young people to discover their passions, to pursue excellence and to learn from mistakes. Learning and teaching at Cokethorpe is rigorous and research-informed; our classrooms are energised spaces where ideas bounce.

Our grounds are much more to us than a backdrop; the landscape teems with purposeful activity, whether that be enhancing classroom learning or engaging in our extensive co-curricular programme.

Schools like Cokethorpe can only provide the learning environments they do with the support of colleagues working behind the scenes to keep the gears turning. Our administrative and support staff colleagues play a crucial role in our success.

And at the heart of everything is community. This is as true for support staff as it is for teachers, pupils and parents. Our Common Room is an encouraging environment, where staff share ideas and best practice derived from lived experience, and where colleagues are actively supported to grow their careers and craft to the benefit of all.

I look forward to your application.

**Dr Sarah Squire**

Head, Cokethorpe School





## From the Bursar



I look forward to reading your application for this new role in our small finance team. With a strong emphasis on FP&A we are looking for somebody with a really solid financial accounting and analysis background who loves data. As a creative problem solver, you will need to be happy to take a hands-on approach to ensure our financial systems are not just processing transactions accurately but are, with your expert analysis, delivering valuable insight to inform strategy and financial modeling.

Cokethorpe is a special place to work, and you will certainly feel this from the moment you arrive, visitors are given a warm welcome and you will notice that people meet your eye and offer a cheery hello.

The culture at Cokethorpe is collaborative and supportive, each department works hard towards delivering their objectives but will always make time to support colleagues, be it a supportive conversation over a cappuccino from the onsite UE Coffee Shop, working together on a whole School event or simply sharing knowledge and skills.

**Harriet Stapleton**  
Bursar, Cokethorpe School

## About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school for boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a research-informed approach to learning and teaching, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their own learning.

The School is proud of the fact that its admissions process credits pupils who show a wide range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions, as well as pursuing Degree Apprenticeships with some of the most distinguished companies in the UK. Results at GCSE and A Level are very positive, with a strong emphasis on the value that is added to pupils through excellent learning and teaching.

Success at Cokethorpe is bolstered by the Leadership Programme, which runs throughout the School and encourages pupils to develop particular traits: integrity, courage, empathy, judgement, ambition and responsibility. The aim is for pupils to take ownership of their own development.

The School has a strong co-curricular programme and, whilst excellence in the classroom is paramount, all members of the Common Room are encouraged to see themselves as playing a role in this wider curriculum. It is a busy, purposeful school in which positive relations develop, and exciting and varied opportunities arise.

Members of Cokethorpe's support staff are full members of the School's Common Room, acknowledging the important roles fulfilled by administrative and support staff operationally and logistically to ensuring the School's overall success.



## Job Description

### Financial Controller

#### Reporting to the Bursar

##### About the Role

Join Cokethorpe School and make a real impact on the future of education. This is more than a finance role – it is an opportunity to shape strategic decisions, drive innovation, and enable growth in a school committed to preparing young people for the world ahead.

Reporting to the Bursar you will combine hands-on financial reporting with forward-looking analysis, ensuring continued robust financial health while supporting exciting new commercial ventures. Working closely with the Bursar and Senior Leadership Team (SLT), you'll turn data into actionable insights that influence the direction of the School and its trading subsidiaries.

If you thrive on improving processes, challenging the status quo, and using analytics to add real value, this role is for you.

##### Your Team

You will directly line manage a highly experienced (hybrid/remote) team of three :

- Finance Manager – responsible for billing, payroll, purchase ledger, and balance sheet reconciliations
- Two part-time Purchase Ledger Assistants – ensuring accurate and efficient transaction processing.

This strong operational base allows you to focus on reporting, analysis, and strategic growth projects, while supporting continuous improvement across the team.

You will work closely with the core on-site operational teams including the Head of HR, Domestic Services, Site Facilities, Marketing, Admissions and Development to drive financial excellence across all areas of the organisation.





## Key Responsibilities

### Reporting and Analysis

- Deliver actionable insights through enhanced management reporting
- Develop advanced financial models and dashboards for strategic decision-making
- Use data analytics to identify trends, risks, and opportunities
- Manage statutory audit process and liaise with external auditors.

### Commercial Finance

- Apply a commercial mindset to revenue streams, cost control, and resource allocation
- Support new initiatives and evaluate financial viability of commercial initiatives.

### Systems and Process Innovation

- Drive automation and efficiency improvements across finance processes
- Leverage BI tools and advanced Excel (Power Query, PivotTables) for better reporting
- Maximise value from integrated systems (iSAMS, Every HR, AIQ Finance).

### Collaboration and Communication

- Translate complex financial data into clear, actionable insights for non-financial colleagues
- Build strong relationships across academic and operational teams.

### Payroll and Pensions Oversight

- Ensure accurate payroll processing and pension compliance
- Maintain robust remuneration controls.

No job description can fully cover all aspects of this varied and busy role. The list of duties above is not exhaustive and the job holder may be required to undertake duties which are broadly in line with these responsibilities.

## Essential Criteria

- Qualified accountant (ACA, ACCA, CIMA or equivalent)
- Strong experience in VAT compliance and financial management
- Advanced Excel and data modelling skills (Power Query, PivotTables)
- Experience with payroll, pensions, and internal controls
- Ability to translate complex financial data into clear insights
- Excellent communication skills
- Proactive and solutions-focused, confident in driving change
- Audit experience.

## Desirable Criteria

- Experience with BI tools and automation
- Familiarity with integrated systems (iSAMS, Every HR, AIQ Finance)
- Commercial finance experience (evaluating new initiatives, revenue streams)
- Knowledge of Independent Education sector or similar environment
- Strong stakeholder engagement across multi-disciplinary teams
- Experience in continuous improvement and process innovation
- Charity accounting experience.

## Appointment of Staff

### To Apply

Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources, on [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org) before the closing date. We reserve the right to interview prior to the closing date:

- A covering letter addressed to Mrs Harriet Stapleton, Bursar
- A completed Cokethorpe School support staff application form.

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date where possible.

**Deadline for applications: Midday on Wednesday 18 February. Early applications are encouraged.**

Interviews will take place w/c 23 February 2026. Interviews may take place before the closing date for suitable candidates. Please apply early to avoid disappointment.





## Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

### Hours:

- Full-time, year-round role, Monday to Friday. 8.30am until 5.00pm
- Hybrid working (3 days on-site)
- Reduced working hours outside of term time
- 33 days holiday (5.6 weeks, 28 days, plus 5 days Christmas Closedown).

**Salary: £60,000 - £65,000 depending on experience.**

**Appointment Date: As soon as possible.**

### Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

## Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches, and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.





## Benefits of Working at Cokethorpe

- Enrolment in the Aviva APTIS defined contribution Pension Scheme
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Employee Assistance Programme via Aviva
- Salary Sacrifice EV Car Scheme
- Cycle to Work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters in term time
- Free parking on site
- A number of subsidised social events
- Annual Flu Vaccination.



# Cokethorpe

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## SCHOOL

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