

# Barnet Education and Learning Service



## Director of Finance

**Barnet Education & Learning Service (BELS)**

**Closing date: 21<sup>st</sup> February 2025**

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# Welcome to Barnet Education & Learning Service (BELS)

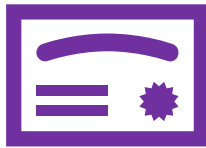
## About Us

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive. The Director of Finance attends all BELS Board of Directors meetings but is not a registered Director of the company.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.



**95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.**

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.



**Contact Officer: Neil Marlow**  
**Department: Chief Executive**  
**Telephone: 020 8359 7725**

Dear Applicant,

**Post: Director of Finance**

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

**The closing date for applications – 21/02/2025 12.00pm**  
**Interviews will be held – w/b 03/03/2025**

If you would like to discuss this position on an informal basis, please contact me at: [neil.marlow@barnet.gov.uk](mailto:neil.marlow@barnet.gov.uk) (e mail) or 020 8359 7725 (landline) or 07961 081977 (mobile).

I look forward to receiving an application from you.

Yours faithfully



**Neil Marlow**  
**Chief Executive and Director of Education and Learning**  
**Barnet Education and Learning Service**  
2 Bristol Avenue, Colindale, NW9 4EW  
Email: [neil.marlow@barnet.gov.uk](mailto:neil.marlow@barnet.gov.uk)  
Tel: 020 8359 7725 / 07961081977

## Director of Finance

**Salary: HAY Level 5 (£96,794 - £107,286 per annum fully inclusive)**

**Full Time (although 0.8 could be accommodated)**

**Start Date: Ideally April 2025 but prepared to wait for the right candidate**

### Job Title: Director of Finance

Barnet Education and Learning Service (BELS) has been very successful since its formation in September 2020 in giving quality support, monitoring and challenge to all the schools and settings in Barnet and fulfilling all of the educational statutory duties on behalf of Barnet Council. We have a very strong partnership with our schools, settings and other stakeholders and work extremely closely with our colleagues in other parts of the Council.

As a company it is vital that we fulfil all the requirements of a limited company, including compliance and ensuring our contracts are monitored and reported effectively. Finances need to be managed carefully to ensure we meet the financial targets set to us by Barnet Council. We trade our services widely with schools and this brings in much needed additional income. As an effective company, in a Borough which is very successful educationally, there is huge potential for growing our services. The Director of Finance reports directly to the Chief Executive of BELS, is a member of the Senior Management Team and attends the BELS Board of Directors Meetings. They work closely with the other Service Directors and Heads of Service.

This is a unique opportunity for an aspiring and successful person, with experience of both company finance and school/DSG finance. Currently the Schools DSG Team sits within the Council. The successful candidate will lead the process of producing an options appraisal which may lead to the School DSG responsibilities moving within the remit for BELS and a suitable team recruited to the necessary posts created, led by the Director of Finance.

You will need to be a dynamic, innovative and highly organised person with a strong financial background who is able to maintain and build on our excellent work to date as a limited company. You will have good experience of budget planning and budget monitoring and excellent problem solving skills. An understanding of basic company law and governance would be helpful.

As Director you will make a direct contribution to the leadership of BELS, deputising for the Chief Executive where required.

For an informal discussion about the post please contact Neil Marlow – Chief Executive and Director of Education and Learning at [neil.marlow@barnet.gov.uk](mailto:neil.marlow@barnet.gov.uk).

- Closing date for applications: 12.00pm Friday 21<sup>st</sup> February 2025
- Shortlisting w/b 24<sup>th</sup> February 2025
- Interviews: w/b 3<sup>rd</sup> March 2025

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

For more information about BELS visit <https://www.bels.org.uk/>

**Closing date for applications: noon 21/02/25**

**Interview date: w/b 03/03/25**

Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

**Section A: Specific Role Profile**

<b>Service:</b>	<b>Barnet Education and Learning Service</b>
<b>Location:</b>	<b>Colindale</b>
<b>Job Title:</b>	<b>Director of Finance</b>
<b>Grade and salary:</b>	<b>HAY Level 5 (£96,794 - £107,286)</b>
<b>Period and hours:</b>	<b>Permanent and either full-time or part-time (0.8)</b>
<b>Reports to:</b>	<b>Chief Executive and Director of Education and Learning, BELS</b>

**1. Purpose of Job:**

The Finance Director will provide strategic financial leadership to the organisation, leading the BELS Finance Team, ensuring financial sustainability, operational efficiency, and compliance with all statutory and regulatory requirements.

The role includes responsibility for financial management processes and the implementation of robust control mechanisms to maintain high financial standards across the organisation.

The post is an integral part of the Leadership team of BELS and will work closely with other directors to obtain mutually beneficial outcomes within the financial constraints of the business.

The Finance Director leads the BELS Finance Team, directly line managing two Finance Managers and a Finance Business Partner. Currently the team comprises eleven members of staff.

**2. Key accountabilities:**

**Financial Leadership**

- Develop and implement strategic financial plans with senior managers that align with the organisation’s long-term aims whilst ensuring financial viability.
- Lead the business’ budgeting and financial planning process. Ensure financial targets are met and that we comply with all statutory requirements.
- Monitor and report on the company’s financial performance, including the preparation of monthly forecasts, and financial reporting. Advise where remedial action needs to be taken.
- Provide financial guidance to the BELS Board and senior management. Give advice on decision-making with accurate financial projections and risk assessments.
- Following an options appraisal, potentially leading a team responsible for some or all aspects of the Schools DSG

**Financial Control and Compliance:**

- Ensure effective delivery of financial transaction and financial information services within statutory and regulatory frameworks and maintain business continuity arrangements.

- Ensure strong financial controls are in place. Ensure the continuous development and maintenance of systems, policies, and procedures to support effective financial management. Work closely with the council to progress the newly introduced Oracle system.
- Oversee the preparation of financial statements to ensure they are accurate, compliant with statutory requirements, and submitted on time.
- Work with auditors, taking advice where appropriate to improve the system of internal control.
- Ensure all financial activities and reporting complies with legal and regulatory requirements. Ensure tax compliance with HMRC and full Companies House compliance for Barnet Education and Learning Service Ltd (BELS).

**Working with Employees**

- Leading the BELS Finance Team
- Fostering a positive, inclusive, and high-performance culture.
- Empowering managers and staff to operate within a culture of accountability, good financial management and shared responsibility for generating and delivering the best possible outcomes.
- Working with colleagues to identify and determine the best models of service delivery to ensure a high-quality customer experience.

**Stakeholder Engagement:**

- Engage with the council to build strong relationships, ensuring that BELS’ financial interests are represented and protected.
- Represent the organisation in financial matters with internal and external partners. Aim for positive and productive relationships leading to mutually acceptable outcomes.
- Provide detailed financial reports to the Board, Council, and other key stakeholders, ensuring transparency and accountability.

**Section B: Person Specification**

<b>Service:</b>	<b>Barnet Education and Learning Service</b>
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**Essential Qualifications required**



- Professional qualification (e.g. CCAB - CIMA, ACCA, ACA or CIPFA) or equivalent, with evidence of continuous professional development.

### **Essential Knowledge, Skills and Experience**

- A good understanding of the statutory requirements relating to limited companies.
- A strong understanding of the statutory and regulatory frameworks which guide local government and DSG' Funding
- Experience of strategic leadership and consistent achievement as a senior leader within a finance environment.
- Broad understanding of service delivery models, concepts and principles gained through business exposure in a diverse range of organisations or services
- Experience of leading a finance team. Used to prioritising competing demands.
- Experience in developing effective working relationships with diverse stakeholders and operating and negotiating with outside agencies
- Experience of achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.
- Experience of effective budget management and accountability for strict monitoring and best use of resources. Good awareness of austerity measures and political sensitivities.
- Experience of successful service re-design and improvement.
- Excellent problem-solving skills.
- Significant experience of financial management, including a track record of achieving sustainable budget savings and maintaining service quality.
- An ability to manage forensic detail and analyses as well as ensure intelligent strategic management and oversight of the service
- Ability to hold large volumes of information and apply these in a range of different contexts.
- Extensive experience of managing people and performance and leading and managing complex change programmes.
- Well-developed and effective communication and presentation skills, adaptable to different situations.
- An ability to foster and sustain confidence in staff and stakeholders in periods of organisational change
- Strong commitment to promoting equal opportunities in relation to employing staff and delivering services.

<b>Compiled/Reviewed by</b>	Neil Marlow
<b>Date</b>	22/01/25

**Key Details**

**Reporting to: Chief Executive / Director of Education and Learning**

**Contract:** Permanent

**Salary: Hay Level 5 (£96,794 - £107,286)**

**Location:** Colindale

**Annual Leave**

The successful candidate will be entitled to 31 days plus 8 Bank Holidays per annum – pro-rated for part timers.

**Flexible and Hybrid Working**

This is a full-time/part-time post. Commitment to flexible and hybrid working.

**Voluntary Pension Scheme – Non-Teachers**

Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

**Please note:**

“BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS”

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

## Application Process

**Closing date for applications: 21/02/2025**

**Interviews will be held in w/b: 03/03/2025**

### Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk) .

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

### Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

It is important that you complete ALL sections of the application form.

### Next Steps

If you are selected for interview, we will contact you by email and/or text message.