



TOWN CLOSE SCHOOL

Every Moment Matters

Chair of Governors
Mrs Ruth Ripman
chair@townclose.com

14 Ipswich Road,
Norwich, Norfolk, NR2 2LR
(01603) 620180
www.townclose.com

Invitation to Join the Finance and General Purposes Committee

We are currently seeking to appoint a new member to our Finance and General Purposes Committee, and we would be delighted to receive applications from individuals who are enthusiastic about contributing to the strategic and financial oversight of our School.

This is a rewarding opportunity to play a key role in supporting the School's long-term sustainability, financial health, and operational excellence. The Committee is responsible for a wide range of areas including financial planning, estates management, audit and risk, and compliance with independent school standards.

We welcome applications from individuals with experience in finance, accounting, estates, audit, or risk management. While prior experience in the education or charity sector is desirable, it is not essential. More importantly, we are looking for someone who shares our commitment to good governance, transparency, and the values of our School.

The role requires attendance at a minimum of 6 meetings per year, along with additional time for preparation and Committees/working groups. A full Job Description and Person Specification is enclosed for your reference.

If you are interested in applying or would like to discuss the role further, please contact Adrian Fennell, Chair of the Nominations and Governance Committee at afennell@townclose.com.

Thank you for considering this opportunity to support our School. We look forward to hearing from you.

Yours sincerely

Ruth Ripman
Chair of Governors

Job Description: Member of the Finance and General Purposes Committee

Job Title:

Committee Member – Finance and General Purposes Committee

Responsible to:

Chair of the Governing Body, via Chair of Finance and General Purposes Committee.

Purpose of the Role:

To support the Governing Body by providing strategic oversight and expert guidance on the School's financial management, estates, compliance, and audit. Members will work closely with the Bursar, Senior Leadership Team, and external advisors to ensure the School's financial health, regulatory compliance, and long-term viability.

Key Responsibilities:

These will all be conducted as a member of the Finance and General Purposes Committee reporting to the Chair of that Committee.

Financial Oversight

- Collaborate with the Chair of the Finance and General Purposes Committee and the Bursar to oversee all financial aspects of the School.
- Review and recommend the annual budget, fee structures, and staff remuneration.
- Monitor financial performance, cash flow, and investment portfolios.
- Ensure compliance with financial regulations, charity and company law.
- Approve or recommend emergency and unbudgeted expenditures.
- Advise on financial implications of strategic decisions and operational risks.

Audit and Risk

- Review audit reports and management letters; advise on appropriate actions.
- Recommend internal audit arrangements and monitor their implementation.
- Investigate financial or administrative concerns that may pose risks to the School.
- Promote a culture of transparency and accountability.

Compliance and Health & Safety

- Ensure compliance with Independent School Standards in collaboration with the Education Committee.
- Review and monitor health and safety policies, including fire safety, first aid, school trips, and disability access.
- Oversee the appointment and reporting of the Health and Safety Governor.

Estates and Capital Projects

- Advise on the School's master estates plan and planned maintenance programme.
- Make recommendations on capital building projects, including design, cost, and sustainability.
- Monitor security, utilities, and lettings policies.

Governance and Reporting

- Ensure timely and accurate reporting to the Governing Body.
- Review the Committee's effectiveness and terms of reference annually.

Time Commitment:

This is a voluntary role requiring attendance at approximately 6-8 committee meetings per year. Additional time for document review, site visits, or working groups may be required.

Person Specification**Essential Skills and Experience:**

- Chartered Accountant with experience in finance, accounting, audit, estates, or risk management.
- Strong understanding of financial governance, budgeting, and compliance.
- Ability to interpret complex financial and operational data.
- Commitment to the School's values and safeguarding responsibilities. (training will be provided)

Desirable Attributes:

- Strategic thinker with a collaborative and analytical approach.
- Excellent communication and interpersonal skills.
- Experience in or understanding of the education or charity sector.

Eligibility:

- Must be appointed by the Governing Body.
- May be a Governor or an external expert with relevant skills.
- Must uphold confidentiality and act in the best interests of the School.