

Full job description

Job Title: Director of Finance

Salary: £65,000 – £80,000 (Dependent on Experience)

Contract Type: Permanent

Working Hours: Full-time (with flexibility)

Location: London-based (In Toto Ed London), with travel to Cambridge and Peterborough

Hybrid working: On-site presence is essential; hybrid working arrangements are available where appropriate and by agreement.

This role is full time 52 weeks of the year.

Overview

We are seeking a highly skilled and strategic Director of Finance to lead our organisation's financial operations. The successful candidate will be responsible for overseeing financial management, planning, and reporting to ensure the company's fiscal health and compliance with regulatory standards. This role offers an exciting opportunity for a seasoned financial professional to contribute to organisational growth and stability through expert financial stewardship.

About In Toto Ed

In Toto Ed is a progressive and values-driven group of independent schools providing creative, personalised education for young people with additional needs. With sites in London, Cambridge, and Peterborough, we are reimagining what education can be — inclusive, innovative, and ambitious for every learner.

As we continue to expand and move toward full independent registration across all sites, we are seeking an experienced and strategic Director of Finance to join our Executive Leadership Team. This is a pivotal leadership role, ensuring In Toto Ed's financial strength, transparency, and sustainability as we grow and innovate.

The Role

The Director of Finance will lead all aspects of financial strategy, management, and compliance across the In Toto Ed group.

Working closely with the Co-Directors, Advisory Board, and Finance & Risk Committee, you will shape and deliver the organisation's financial strategy — ensuring excellent governance, efficient systems, and clear insight to support decision-making.

As a qualified accountant, you will also be hands-on in delivering high-quality financial management, including producing monthly management accounts, budgets, and reports. You will lead and develop a small but capable finance team of two — a Finance Assistant and a Finance Apprentice — providing oversight, training, and mentorship.

This is a role for a strategic and technically strong leader who enjoys balancing big-picture thinking with day-to-day financial delivery in a growing, mission-led education environment.

Key Responsibilities

Strategic and Governance Leadership

- Serve as the principal financial adviser to the Co-Directors, Advisory Board, and Finance & Risk Committee.
- Lead on strategic financial planning, forecasting, and risk management across all In Toto Ed sites.
- Prepare and present accurate, insightful reports to governance bodies, ensuring clarity and accountability.
- Attend Advisory Board and committee meetings, providing expert advice on budgets, risk, and long-term sustainability.
- Lead the preparation of statutory accounts and manage the external audit process.
- Build effective relationships with auditors, regulators, and local authorities.

Financial Management and Delivery

- Take full responsibility for the group's financial operations, ensuring accuracy, compliance, and efficiency.
- Prepare and oversee monthly management accounts, budgets, cashflow statements, and financial forecasts.
- Maintain and improve accounting systems (Xero, ApprovalMax), ensuring strong controls and efficient workflows.
- Oversee payroll, pensions, credit control, VAT returns, and invoicing, ensuring all processes are accurate and compliant.
- Produce and analyse financial data to inform decision-making and strategic development.
- Ensure robust internal controls and financial policies are in place and adhered to.

Team Leadership

- Lead and line-manage the Finance Assistant and Finance Apprentice, providing clear direction, support, and professional development.
- Delegate tasks effectively while remaining hands-on with complex financial activities.
- Foster a culture of accuracy, trust, and continuous improvement within the finance team.
- Build financial literacy and awareness across the wider staff group where appropriate.

Strategic Development

- Work closely with the Co-Directors on business planning, expansion, and investment decisions.
- Provide financial insight into new initiatives, capital projects, and long-term sustainability planning.
- Identify and implement opportunities to improve processes through automation and innovation.
- Support the wider Executive Leadership Team with financial modelling and scenario planning.

About You

Essential

- Qualified Accountant (ACA, ACCA, CIMA, or equivalent).
- Significant experience in senior financial leadership, ideally in education, charity, or multi-site organisations.
- Demonstrated ability to combine strategic oversight with hands-on financial delivery.
- Proven experience of reporting to Boards, Governors, or Committees.
- Strong knowledge of audit, compliance, VAT, and risk management.
- Proficiency with Xero, ApprovalMax, and modern digital finance tools.
- Excellent communication and presentation skills, able to convey complex information clearly.
- Experience leading and developing small finance teams.
- Commitment to safeguarding, equality, and transparency in all work.

In Toto London and Registered Head Office:

In Toto Ed Ltd
St Agnes House, Cresswell Park
Blackheath, London SE3 9RD
Company number: 14227246

Desirable

- Experience in Alternative Provision, SEMH, or Independent Schools.
- Experience in DfE registration, Ofsted preparation, or multi-site expansion.

What We Offer

- Salary up to £80,000, depending on experience.
- Hybrid working and flexible arrangements where appropriate.
- Generous pension and wellbeing benefits.
- Unlimited access to an award-winning CPD platform.
- Fully funded enhanced DBS and Paediatric First Aid training.
- Cycle to work scheme and employee recognition awards.
- Health Assured EAP with 24/7 counselling, wellness app, and retail discounts.
- Free tea and coffee, free eye test, and access to the gym.
- Wellbeing leave and a culture that values balance and inclusion.
- Free on-site parking, MacBook provided, and casual dress code.
- The opportunity to play a defining role in shaping the financial future of a progressive, growing education group.

Safeguarding Statement

In Toto Ed is committed to safeguarding and promoting the welfare of children and young people. All staff and visitors are expected to share this commitment. The successful applicant will undergo an enhanced DBS check and full pre-employment vetting.