



JOB DESCRIPTION HEAD OF FINANCE

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| Job Title: | Head of Finance |
| Line Manager: | Head Master (functional manager: HIMS Group Director, Finance) |

Purpose of Job

Head of Finance will have responsibility for all aspects of strategic and operational finance in Harrow, acting as the finance controller to the different legal entities of Harrow Family. S/he will be responsible for ensuring the finance strategy delivers growth through new business operating models, and conforms to the School's financial control standards and the broader corporate objectives, whilst ensuring compliance with local tax and regulatory requirements.

The job holder will be a key member of the Senior Leadership Team, working collaboratively with HIMS Finance.

S/he will be comfortable with a highly visible senior role, during a period of significant organisational change. S/he will have a broad base of finance experience and have previously led finance teams. The job holder must also display an understanding of the School's aims and the ability to connect with operational colleagues.

S/he is based in Harrow International School Appi, Japan.

Duties and Responsibilities

1. Strategy Development and Implementation 10%

- Lead the development and delivery of the Harrow Finance strategy working with the Senior Executives of Harrow and HIMS' Director of Finance.
- Ensure that a robust financial business plan with agreed targets is developed that reflects the strategic focus for the Harrow International School Appi, Japan operation.
- Lead the development and delivery of the Harrow International School Appi, Japan Tax & Status Business Case ensuring that the operation has the right governance structure to successfully and compliantly deliver its business growth.

2. Governance and Compliance 10%

- Ensure all Finance and Tax activities are delivered in compliance with and to relevant official standards and governance.
- Ensure the procurement and management of quality outsourced services for accounting, audit, reporting and tax.
- Maintain a strong culture of risk management, both within the operation and with partners.
- Lead and response to internal and external audits.

3. Leadership of the Finance Function 40%

- Provide accurate and timely financial information which supports the Head of school and HIMS in making business decisions in line with School development strategy and which grows the business in a profitable and controlled manner.
- Ensure the delivery of strategic and operational business planning, forecasting and reporting.
- Lead on Treasury and cash flow management for the School operation.
- Ensure financial business processes are kept up to date, documented and communicated to staff.

- Periodically review financial processes to ensure they remain appropriate, customer focused and compliant.
- Monitor and ensure implementation of changes in Japan tax and accounting legislation and ensure any changes required are made to financial and business systems.
- Ensure that ERP and other relevant financial systems are structured and maintained appropriately in line with corporate requirements and business need.
- Liaison with HR and manage payroll service activities.
- Ensure all necessary financial documents are archived and stored according to the relevant retention schedules.
- Ensure that the Fixed Asset Register is completed accurately and monitored on a regular basis.
- Own the Financial Control and Compliance Framework process and ensure that all aspects of financial risk are managed rigorously.
- Support all budget holders to ensure that effective financial monitoring and reporting is undertaken in a timely and effective way.

4. Business Development and Growth 30%

- Develop and leverage potential for business growth through high quality financial modelling and commercial costing and pricing strategies.
- Ensure effective and efficient delivery of financial services by maximising productivity in financial transactions and support.
- Ensure the assessment of financial risk and return on market opportunities and any investments in new services.
- Lead on ensuring all financial aspects of the setting up new projects, investments and services e.g. tax and accounting compliance, as well as pricing and costing are addressed.
- Coordinate advice on financial and legal aspects of commercial negotiations.

5. Team Leadership and Management 10%

- Demonstrate effective leadership of Harrow International School Appi, Japan Finance staff.
- Coach and support individuals.
- Model appropriate leadership styles and Harrow International School Appi, Japan Senior Leadership Team member's behaviours and ensure that staff work in alignment with Harrow Values at all times
- Ensure that capability and capacity in the Finance team is fit-for-purpose and able to respond flexibly to changes in the portfolio and operating context.
- Ensure financial training for members of the Finance team and operational staff.
- Manage talent and succession planning effectively within the Finance team.
- Ensure career planning, development planning and continuous professional development are embedded in the Finance team.
- Engage in professional networks and continuous professional development to ensure that knowledge and expertise are kept updated.

Requirement

Minimum Academic Degree required

- Fully qualified accountant/certified accountant with a bachelor degree in accounting / financial management and, MBA would be an asset.

Professional skill and knowledge required

Mandatory

- Solid knowledge in International Financial Reporting Standards, accounting principles and regulatory requirements in Japan;
- Finance leadership, including leading in a Finance team with matrix reporting line;
- Enhancement and alignment of finance control and risk management systems to reflect changes to business models;
- Knowledge of Japan Tax and reporting regulatory requirements;
- Good written and spoken Japanese and English is essential.

Experience

Mandatory

- Minimum 10 - 15 years of experience with at least 5 years' experience at a similar level with reputable MNCs or have substantial exposure interacting with expats and different nationalities;
- Commercial experience, including analysis of business operations, investment appraisal feasibility analysis;
- Change management, leading medium and large scale change programmes.

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

If you are interested in an opportunity to work with us, please send your full resume by email to hr@harrowappi.jp. Please state the job title in the subject of your email. All applications will be treated with the strictest confidence. Only short-listed candidates will be notified.