Yehudi Menuhin School

FINANCE MANAGER

Candidate Information Pack



Closing date for applications:

Friday 4th December 2026

(We reserve the right to close this vacancy early should a suitable candidate be found.)

The Yehudi Menuhin School | Stoke d'Abernon | Cobham, Surrey | KT11 3QQ
www.menuhinschool.co.uk

A welcome from the Headmaster

Thank you for expressing an interest in this role. I hope you find this document informative, and it explains everything you need to know about working at our very special school and whether it is the place for you.

The Yehudi Menuhin School is a world-leading specialist music school set in beautiful rural Surrey. We strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school.

We are committed to the wellbeing of all our community and aspire to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place full of creative, talented people from all over the world. We would be delighted to receive your application, and we look forward to welcoming you to this unique school.

Robin Harskin
Headmaster

The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the school provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 90 exceptional pupils aged from 9 to 19, with specialist tuition on the stringed instruments, piano, classical guitar, harp and composition. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

The school also boasts a Virtual Menuhin School, which offers pupils not enrolled at the school the unique opportunity to receive specialist music education in a virtual environment, receiving musicianship, theory and instrumental training and the chance to connect with other young musicians across the globe.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.

Purpose of the role

The Finance Manager is responsible for the effective management of the school's financial operations, ensuring robust financial controls, accurate reporting, regulatory compliance, and efficient financial planning. The role supports the strategic objectives of the school by providing timely financial information and advice to senior leadership, governors, and budget holders.

Key points about the role:

Contract type:
Permanent, Full-time

Reporting to:
Bursar

Start date:
ASAP

Hours:
8.30am until 5.00pm Monday to Friday (flexible working will be considered)

Probation Period:
4 months

Holidays:
25 days per annum plus public holidays

Salary:
£60,000 per annum

Pension:
The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%.

Location:
Stoke D'Abernon Cobham, Surrey, UK

Other Benefits:

- Free School lunch during term times
- Free parking
- Use of the School's swimming pool when available
- Free lunchtime concerts
- Discounted tickets to other school events
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services
- Life Assurance
- A health cash plan provided by Medicash

Key Duties & Responsibilities

Promoting and safeguarding the welfare of children and young persons for whom we are responsible and with whom you come into contact.

Financial Management:

- Manage the day-to-day financial operations of The Yehudi Menuhin School Limited, YMS Enterprises, YMS China and the linked charity.
- Maintaining accurate accounts and financial reporting for all entities with rigorous, efficient, and timely processes, including reconciliation and in-depth understanding of all control and balance sheet accounts and processes across purchase and fees ledgers.
- Credit control and debtor management.
- Monitor income, expenditure, cash flow, and financial performance against budget.
- Ensure accurate accounting records are maintained in accordance with relevant accounting standards.

Budgeting and Financial Planning:

- Prepare, review, and analyse monthly management accounts including forecasting to year end to support strategic decision-making.
- Budget management: correspond regularly with budget-holders to ensure spending is in line with phased budget throughout the year.
- Preparation of quarterly returns for VAT group, including annual adjustments for partial exemption.

Fee Management and Income Control:

- Managing the termly fees billing for YMS & VMS, including fees, bursaries/MDS grants, pupil recharges, reconciled to Master Pupil List.
- Maintaining the Master Pupil List, including pupil leavers and deposit returns/donations.
- Liaison with the Development Team and Hall ensuring accurate and reconciled recognition of income with systems in use in those departments.
- Supporting the Bursar in preparation of annual budgets for all entities and the annual MDS and bursary assessment process.
- Liaison with auditors for the annual audit and implementation of improvements arising from unadjusted or adjusted errors and Management Letter recommendations.

Compliance and Governance

- Ensure compliance with statutory, regulatory, and charity requirements where applicable.
- Maintain effective financial controls and risk management procedures.
- Support external auditors and coordinate annual audits.
- Prepare financial information for governors, trustees, and committees.
- Ensure compliance with safeguarding, data protection, and financial policies.
- Maintaining a Fixed Asset Register and reconciliation to the Fixed Assets in the accounts, including musical instruments in collaboration with the Music Department.

Payroll and Staff Costs

- Oversee payroll processes and ensure employees are paid accurately and on time.
- Monitor pension contributions, benefits administration, and salary-related costs.
- Ensure compliance with HMRC, pension, and employment regulations.
- Reconcile payroll information within the financial system.

Leadership and Team Management

- Management and supervision of one Accounts Assistant, including providing cover in their absence.
- Promote a culture of accuracy, accountability, and continuous improvement.

No job description can be fully exhaustive; all members of staff are expected to undertake any additional duties reasonably requested by the Headmaster.



Person Specification

Essential Qualifications
- Professional accounting qualification (ACCA, CIMA, ACA, CIPFA or equivalent).
- Evidence of continuing professional development.

Essential Experience
- Significant experience in financial management and reporting.
- Experience of budgeting, forecasting, and financial planning.
- Experience preparing accounts for audit.
- Experience within an independent school, academy, charity, or education setting.

Desirable Experience
- Knowledge of school fee management systems.
- Experience working with governors, trustees, or board committees.
- Experience leading and developing staff.

Essential Skills and Knowledge
- Strong financial analysis and reporting skills.
- Excellent attention to detail and accuracy.
- Advanced Excel and financial systems skills.
- Strong communication and stakeholder management abilities.
- Sound understanding of financial controls and risk management.
- Ability to interpret and present complex financial information clearly.

Personal Attributes
- Integrity and professionalism.
- Highly organised and able to meet deadlines.
- Proactive and solution focused.
- Collaborative approach to working with staff and leadership.
- Commitment to the values and ethos of the school.

The successful candidate will have:	Essential	Desirable
An Enhanced DBS check	✓	
UK right to work check	✓	
UK and EEA prohibited list checks	✓	
Satisfactory references	✓	
A medical declaration	✓	
Verification of qualifications	✓	
Maths & English GCSE or equivalent	✓	
First Aid at Work training		✓
Specific qualifications relevant to the role	✓	

Shortlisted candidates will be assessed using:

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario based activity

How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email recruitment@menuhinschool.co.uk or call 01932 584790.

Please complete our application form if you feel you are a suitable candidate and are interested in applying.

The closing date for applications is **Friday 4th December 2026,** however we reserve the right to close the position early should a suitable candidate be found.

Interviews to take place will be confirmed.

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Dr Robin Harskin. **Your application will not be accepted without a covering letter.** Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sectors of the community.

