Royal Russell

Finance Officer

To start mid January 2027



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster







Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18.situated.

Our 110-acre parkland campus is one of the things our pupils talk about most. There is room here to run, to think, to gather, and to find a quiet corner with a book. Within those grounds you will find a beautiful Chapel and Great Hall, a Performing Arts Centre, a state-of-the-art Health and Wellbeing Centre, modern science facilities, a well-stocked library and Sixth Form Centre, spacious dining facilities, and some of the finest sporting provision in the South East.

Royal Russell is just 30 minutes from Central London and conveniently located for Heathrow and Gatwick airports, giving our pupils the best of a peaceful country setting and the energy of one of the world's great cities.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of ‘excellent’ in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.

Our Values:

- **Ambitious**
  We are passionate learners who pursue excellence in all that we do
- **Open**
  We believe in ourselves and celebrate the differences in each other, recognising the value of honesty, integrity and respect for everyone
- **Distinctive**
  We value originality, authenticity and contribution to our community as a whole
- **Courageous**
  We encourage pupils to challenge themselves and each other to do good; becoming strong global citizens





Finance Officer

Join our busy Finance Team and play a key role in supporting the smooth financial operation of a leading independent school. Reporting to the Deputy Head of Finance, you will be responsible for managing pupil billing and recharges, maintaining the WisePay online payment system, supporting fee collection and direct debits, and ensuring accurate recording of income from a variety of sources.

This is an excellent opportunity for an organised and detail-oriented individual with strong administration and customer service skills. You will work closely with staff, parents, and pupils, managing financial records, reconciliations, and payment processes while providing first-class support across the school community.

If you have excellent attention to detail, strong IT skills, and enjoy working in a varied and collaborative environment, we would love to hear from you.

Hours are 37.5 per week, all year round

Salary is up to £31,248 per annum, depending on experience

Applications should be submitted to hr@royalrussell.co.uk by 9am on Tuesday, 17th November 2026

Interviews will be held from Thursday, 19th November 2026

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.

The Role

Responsible to the Deputy Head of Finance

Job Summary:
Processing all pupil recharges for inclusion in the termly fee invoices, ensuring all student expenses incurred are recharged. Maintaining WisePay, the school's online payment system ensuring it works efficiently and accurately, communicating with parents to collect all payments for residential trips and providing support to all users.

Supporting the Fees and Credit Control Officer, assisting with standard reminder letters and the production of monthly direct debit files.

Recording all other ancillary income from various payment platforms and other routine finance duties as detailed.

Main Duties and Responsibilities:

Pupil Billing and Extras
- Input student data for the fee billing to produce accurate and timely invoices to parents so that all fees and additional expenses are collected promptly. Ensuring all fee remissions recorded for students agree to supporting documentation and reconciling pupil data as required.
- Input all extras onto the billing system for termly recharge.
- Liaise with teachers and support staff to ensure all recharges are received promptly and therefore all costs recovered.
- Monthly reconcile all extras accounts and update summary reports to ensure all recharges complete.

Pupil Deposits
- Maintain record of all pupil deposits, reconciling monthly.
- Liaising with admissions team as required.
- Processing the deposit returns for all leavers at the end of the academic year.





Credit Control

- Assist Fees Officer with standard credit control letters at the beginning of term and other ad hoc tasks as required.

Direct Debits

- Assist in the maintenance of the direct debit scheme and the production of the monthly direct debit files. Checking for any adjustments required and providing support and cover as necessary.

WisePay

- Responsible for the integrity of the data on WisePay including issuing usernames and passwords to all new students, archiving leavers, the annual rollover of data and resolving all associated parent queries.
- Set up trips and events in conjunction with event organisers.
- Recording all receipts to the nominal ledger daily.
- Emailing trip instalment reminders to parents, following up on all overdue payments by email, telephone and letter and liaising with teachers where required. Taking action as agreed and recording such actions in a structured manner.
- Reconciling the general ledger to WisePay and for all completed trips reconciling all income and expense and highlighting variances to both the trip organiser and Senior Management.
- Communicating directly with WisePay to resolve any technical issues.

Other Finance responsibilities

- Record all pupil registration fees (Flywire).
- Record all holiday club income including the allocation of National Savings and childcare vouchers (Magic Booking).
- Count and record charity fundraising receipts and manage secure cash collection (G4S)
- Maintain petty cash
- Maintain Boarders pocket money records, providing service to pupils twice a week.
- Produce invoices to external schools for Royal Russell's annual Model United Nations event.
- Update and maintain the Charities Commission spreadsheet in preparation for filing
- Weekly and monthly bank reconciliations
- Maintain and update the Childcare Voucher spreadsheet

Russell School Enterprises Ltd

- Maintain swim subscriptions, producing month direct debit file for collection.
- Produce sales invoices for sports and commercial activities as recorded on the booking system Sports Key.
- Record all swim school fees.

Pupil Recruitment Commission

- Update all agency recruitment fees received for boarders.
- Uploading all reviewed invoices to the accounts payable system.

Other

- Provide general support across the department for staff holidays and to assist in peak periods.

General responsibilities:

- Participate in further training and developmental opportunities offered by the school, to further skills and knowledge
- Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire School staff population
- Attend Royal Russell Day and Open Day as required.
- Ensure the safety and wellbeing of children and young people at the school by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times
- Display correct staff identification at all times whilst on site.
- Adhere to departmental policies and procedures to ensure personal safety as well as the safety of colleagues, pupils and visitors
- Carry out other reasonable duties as requested by the Head of Finance or members of the Senior Management Team

This job description outlines the main responsibilities of the role but is not exhaustive. The job-holder may be required to undertake other duties appropriate to the level of the role, either on a permanent or temporary basis.





Person Specification

Qualifications

Essential

- GCSE Maths and English at Grade B or above, or equivalent
- Computerised systems
- Experience of a small/medium-size commercial business or independent School finance setting

Desirable

- WisePay, Parent Pay or online payment system experience
- Direct Debits
- Experience of using ISAMS

Knowledge and Skills

- Excellent interpersonal skills able to communicate effectively both verbally and in writing
- Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines
- Good financial skills
- General ledger accounting
- Proficient in setting up new Excel spreadsheets with formulae
- Finance Systems software (Accounts IQ, ISAMs,)
- Computer literate, with an ability to quickly understand and use new finance software
- Attention to detail, and ability to work with accuracy
- Good Microsoft Word and Outlook skills

Personal Attributes

- Ability to recognise when guidance is required, but overall be able to work independently to deadlines, manage priorities and take responsibility
- An aptitude and appetite to improve systems and processes
- Ability to build relationships with pupils, parents and colleagues throughout the school
- Strong customer service skills and experience, excellent telephone manner, with the ability to remain calm and professional in all situations
- Works well in a team

Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Location: Our School is 10 minutes from East Croydon Train Station, with direct links to Central London (15 minutes) and Gatwick Airport (25 minutes).

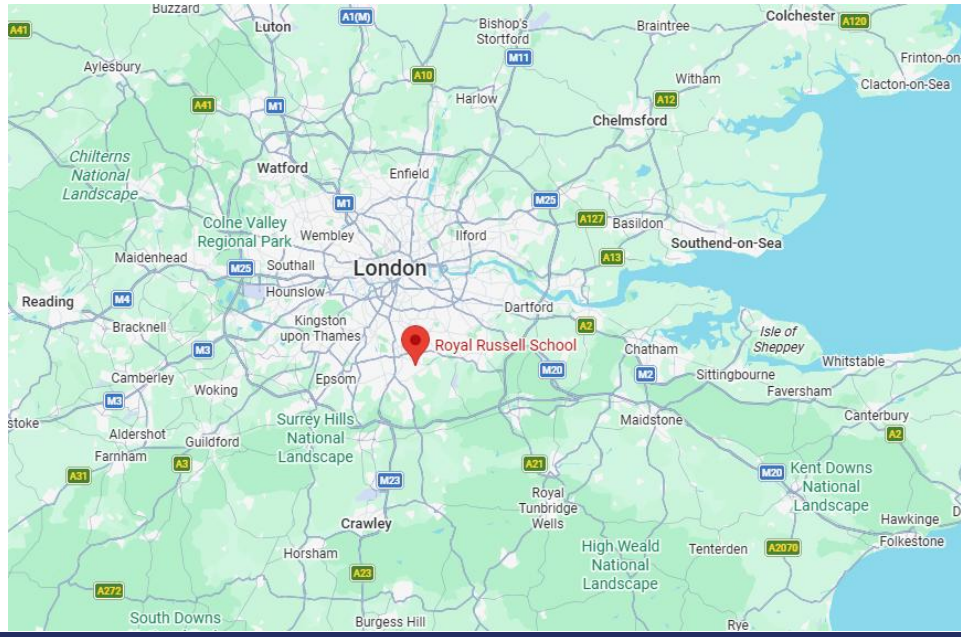
Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map



Our 110-acre campus contains incredible facilities for learning.

Main Facilities

1. Car Park
2. Reception / Headmaster's Study
3. Junior School
4. Early Years Centre
5. Performing Arts Centre / Auditorium
6. Dining Hall / Café
7. Chapel
8. Great Hall
9. Chapel Quad
10. Lime Tree Quad
11. Aston Webb Building
12. Library / Sixth Form Study Centre
13. Health & Wellbeing Centre
14. Science Block

Sports Facilities

15. Swimming Pool
16. Sports Hall
17. Top Pitch
18. The Paddock
19. Netball Courts
20. North Pitch
21. Astroturf Pitch
22. MUGA (Multi-Use Games Area)
23. West Pitch
24. Pavilion

Boarding / Houses

25. Buchanan / Reade
26. Cambridge
27. Hollenden
28. Keable
29. Latessa
30. Madden
31. Oxford
32. Queen's
33. St Andrew's



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www.royalrussell.co.uk

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