



Royal
Russell

Head of Finance

Start Date: August/September 2026



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 in a beautiful setting.

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





Head of Finance

Royal Russell School is different by design. We are looking for an exceptional Head of Finance to join this excellent family school from September 2026 to play a key role in supporting its long-term financial sustainability.

You will lead and manage the Trust financial accounting function and its trading subsidiaries, ensuring the integrity, accuracy, and effective control of all financial operations, including income, funds, and expenditure.

You will have experience preparing consolidated and subsidiary statutory year end accounts and lead on annual external audit and relationships with external Auditors, HMRC, TPA (teachers' pension) to ensure compliance with industry recognised financial and accounting standards.

The Head of Finance provides leadership to the Finance team, ensuring the delivery of a high-quality, efficient finance service while supporting the Director of Operations and Finance with financial planning, strategic decision-making, and organisational objectives.

The role is based on site at the School in Croydon, South London, with on-site presence expected to support close collaboration with stakeholders.

If this sounds like the job for you then we would love to hear from you.

Applications should be submitted to hr@royalrussell.co.uk by 9am on Monday, 6th July 2026

Interviews will be held week commencing 13 July 2026

The Role

Responsible to:

This role reports to the Director of Operations and Finance

Line Management:

- Deputy Finance Manager
- Management Accountant (Full time)
- Management Accountant (Part time)

Job Summary:

To lead and manage the Trust financial accounting function and its trading subsidiaries, ensuring the integrity, accuracy, and effective control of all financial operations, including income, funds, and expenditure. The role provides leadership to the Finance team, ensuring the delivery of a high-quality, efficient finance service while supporting the Director of Operations/Finance with financial planning, strategic decision-making, and organisational objectives.

The Role

Main Duties and Responsibilities:

- Prepare consolidated and subsidiary statutory year end accounts
- Lead on annual external audit and relationships with external Auditors, HMRC, TPA (teachers' pension) to ensure compliance with industry recognised financial and accounting standards
- Collaborate with the Director of Operations/Finance on Charity Commission and Companies House compliance
- Treasury management including review of rolling cash flow forecasts and appropriate recommendations to ensure effective cash management and financial sustainability
- Strengthen internal accounting controls to ensure robust financial management and governance
- Lead financial planning and analysis including preparation of 5 and 10-year financial forecasts
- Attend Finance and Estates Committee meetings and assist with minutes of the meeting
- Submission of key statutory returns including VAT, PSA and P11d
- Ensure that the Trust and its subsidiary entities are compliant with the School's Anti-Money Laundering policy, including due diligence checks for fee payers





Management Accounting:

- Review and analyse monthly financial statements; P&L, Balance Sheet and cash flow statement
- Lead on development and control of the annual budget and termly reforecasts
- Assist Director of Operations/Finance with payroll reviews
- Assist Director of Operations/Finance with management of capital expenditure and large projects
- Advise and support budget holders in the production of annual budgets and reforecasts to the agreed timetable

Subsidiary company accounting – Russell School Development Foundation:

- Preparation of annual accounts

Systems development:

- Drive continuous improvement of financial systems to improve efficiency
- Manage (in conjunction with IT Manager) links with all software support

Line management and support:

- Line management of the Deputy Finance Manager and two Management Accountants, providing support, guidance and ensuring statutory regulations and internal controls are followed to safeguard the schools assets
- Lead the Finance department, overseeing financial operations, accounting processes and ensuring the delivery of a high-quality service-led finance function
- Arrange cover/authorise staff holidays for the Finance team as required, ensuring there is sufficient resource and cross training for cover across the team.
- Lead and develop staff training, including sector specific training, and financial qualifications (where needed)

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Other responsibilities:

- Building projects – Review expenditure, intercompany billing and cash flow forecasts

General responsibilities:

- Keep abreast of best industry practice, regularly appraise methodology and benchmarking exercises to identify improvements
- 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 Director of Operations/Finance or members of the Senior Leadership Team





Person Specification

Qualifications

- ACCA/CIMA/AAT or similar
- Evidence of continuing professional development or training in relevant area

Experience

- Experience of working within a small/medium size commercial/business finance setting
- Experienced in production of management accounts and full year end financial statements
- Experience of producing detailed cash flow forecast
- Experience of accounting software; Accounts IQ, Sage or similar
- Previous staff management experience within a finance setting

Knowledge

- Working knowledge of Accounts payable, Accounts Receivable, Payroll and VAT
- Knowledge of maintaining a Fixed Assets Register

Skills and abilities

- Excellent all round financial and management accounting skills together with audit management
- Ability to understand, analyse and interpret financial information
- Advanced MS Excel skills
- Basic MS Word skills
- Ability to communicate effectively at all levels
- Ability to communicate financial information to non-financial managers, staff and Governors
- Effective time management and prioritisation skills, with ability to work to deadlines
- Ability to quickly establish professional credibility with staff and Governors

Other requirements

- Ability to attend Finance & Estates committee meeting and other occasional evening meetings of the Governing Board

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:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- 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).

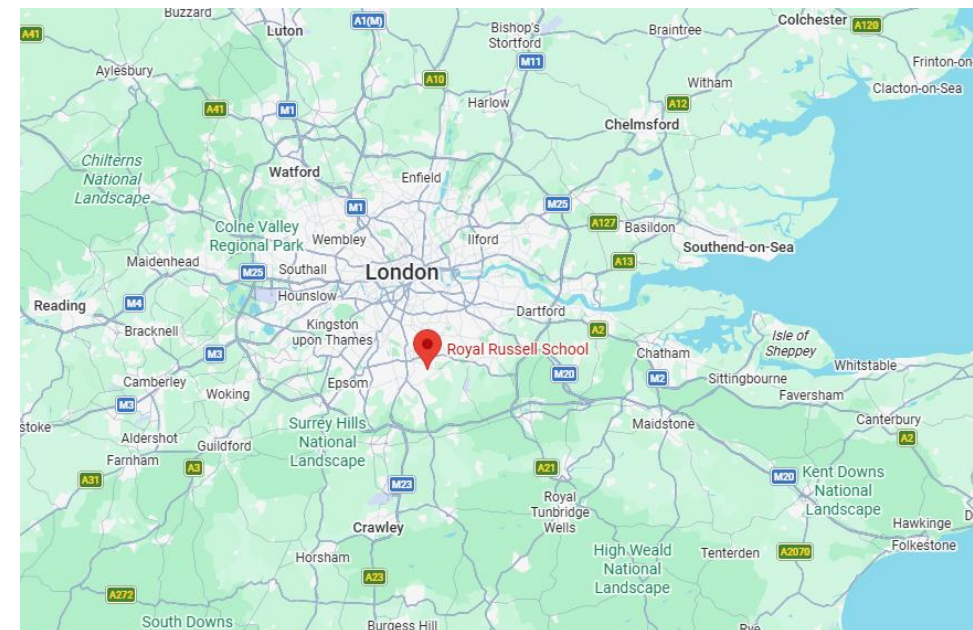
Further Information

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** Astro turf 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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