



Royal
Russell



Accounts Payable Officer

Part time, all year round (fixed term, one year)

To start September 2026 or as soon as possible after

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 on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

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.



Accounts Payable Officer

- Salary:** Up to £15,706 (actual)
(£30,204 1 FTE)
- Hours:** 19.5 per week (0.52 FTE)
7.5 working hours on Wednesdays and remaining 12 hours to be worked flexibly
- Working weeks:** All year round
- Terms:** Fixed term to 31 August 2027, then subject to review

We are seeking to appoint an experienced Accounts Payable Officer. The role is suited to a positive, proactive and well-organised person to support our successful, busy and friendly Finance team in the day to day running of our amazing School.

You will have the opportunity to become a central part of our diverse, enthusiastic and energetic family. The strength of community at Royal Russell is paramount to the success of individuals. We learn and achieve together. You will be delivering an efficient and effective accounts payable function to all our suppliers and often be a first point of contact for our staff on invoice-related queries. You will join a close-knit team who enjoy building warm professional relationships with colleagues and thrive in an organised yet dynamic environment. Previous experience in an accounts payable role with good IT proficiency is essential.

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Monday, 3rd August 2026

Interviews will take place on Wednesday, 5th August 2026



Key Responsibilities

Reports to: Management Accountant

Purpose of the role:

The Accounts Payable Officer is responsible for processing invoices, reconciling accounts, and ensuring timely payments to suppliers. This role supports the finance team by maintaining accurate financial records and ensuring compliance with company policies and procedures.

Key responsibilities:

- Process and verify supplier invoices
- Match invoices with purchase orders
- Prepare and process payment runs
- Reconcile supplier statements and resolve discrepancies
- Maintain accurate and up-to-date financial records
- Communicate with vendors regarding payment queries
- Assist in month-end closing and reporting activities
- Ensure compliance with financial policies and procedures
- Monitor accounts to ensure payments are up to date
- Process and enter monthly credit card statements
- Review aged creditors reports regularly, investigate outstanding balances, and ensure overdue invoices are addressed in a timely manner
- Support audits by providing required documentation
- Additional school finance support

General Responsibilities:

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- 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.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Person Specification

Qualifications and Experience

Essential

- GCSE in Maths and English at Level 4 or above, or equivalent
- A commitment to continuing professional development

Desirable

- AAT or studying towards to AAT

Knowledge and Skills

Essential

- Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines
- Proficiency in accounting software, with intermediate Excel skills and working knowledge of other Microsoft office applications
- Strong attention to detail and high level of accuracy
- Ability to resolve and reconcile issues with limited supervision by identifying sources of errors
- Good numerical and analytical skills

Desirable

- Working knowledge of Accounts IQ or similar accounting software

Experience

Essential

- Proven experience in accounts payable or a similar finance role

Desirable

- Experience of working in a school environment

Personal Attributes

Essential

- Friendly and approachable with a can-do mind-set
- Tact, sensitivity and the ability to handle confidential material with discretion
- High degree of personal motivation, initiative, energy, creativity and drive
- Ability to build effective working relationships with suppliers and staff
- An interest and empathy with the ethos and aims of Royal Russell School (A & I)



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
- 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.

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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