



Deputy Head of Finance

To start 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





Deputy Head of Finance

Royal Russell School is seeking an experienced and ambitious finance professional to join our busy Finance team as **Deputy Head of Finance**.

Reporting to the Head of Finance, you will play a key role in the leadership and development of the School's finance function, helping to ensure accurate financial reporting, strong financial controls and high-quality management information. You will oversee key areas including fees and credit control, payroll oversight, cashflow forecasting, VAT compliance and finance systems improvement, while also managing and developing two members of the Finance team.

This is an excellent opportunity for a qualified or part-qualified accountant (ACA, ACCA, CIMA or CIPFA) with strong technical expertise, advanced Excel skills and experience producing management accounts and financial analysis. The successful candidate will be a proactive and collaborative professional, capable of communicating financial information clearly to both finance and non-finance colleagues.

Experience within the education sector would be advantageous but is not essential.

Hours are 37.5 per week, all year round

Salary is competitive and dependent on skills and experience.

Applications should be submitted to hr@royalrussell.co.uk by 9am on Monday, 26th October 2026

Interviews will be held week commencing 2nd 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 Head of Finance, with regular interaction with the Director of Finance and Operations

Responsible for the Fees and Credit Control Officer and the Finance Officer

Job Summary:

To support the Head of Finance in leading an accurate, efficient and forward-looking finance function across the school and its subsidiaries. The Deputy Head of Finance will deputise for the Head of Finance when required, oversee core financial operations, maintain strong financial controls and provide timely analysis, insight and advice to support effective decision-making. The role has responsibility for income, fees, credit control, payroll oversight, treasury, cash-flow forecasting, VAT and the development of finance systems and processes.

Main Duties and Responsibilities:

Management accounting and business partnering:

- Supervise the Fees and Credit Control Officer for timely fee billing and debt recovery
- Support Fees and Credit Control Officer through busy periods of the financial year
- Review and submission of Direct Debit files for fee payments
- Supervise the Finance Officer on all tasks including WisePay, the recharge of extras, agency recruitment commission and deposit returns
- Prepare robust forecasts for fee income, fee remissions, fees in lieu and associated sensitivities, clearly explaining assumptions, trends, risks and variances to the Head of Finance and Director of Finance and Operations
- Oversee aged debt and credit control, ensuring prompt, sensitive and consistent follow-up, accurate reporting of collection risk, appropriate escalation and effective liaison with debt recovery advisers where required
- Forecast and review of agency commissions
- Review of Early Years Funding and EHCP support, invoicing local authorities as required.



**Payroll & Pension:**

- Review the monthly payroll and ensure timely payment of payroll/pension contributions with related submissions
- Fortnightly review and payment of personal expenses claims
- Preparation of PSA & P11d
- Liaise with the School's pension providers (TPS, Aviva, and The Pensions Trust) to ensure compliance
- Monitor Childcare Voucher scheme and liaise with provider
- Reconciliation of payroll and pension Balance Sheet control accounts
- Assist with the annual payroll budget preparation.

Asset management – Cash:

- Prepare and maintain short, medium and long-term cash-flow forecasts, monitor liquidity against operational and capital requirements, and provide timely advice on emerging pressures, funding needs and opportunities to optimise cash management.
- Supervise all cash, banking, Direct Debits (BACS system) and the recording of these on the ledger
- Maintain a strong financial control environment, support the review of finance policies and delegated authorities, identify and escalate financial and operational risks, and provide accurate information for senior leadership and governance reporting.
- Promote robust controls over payments, banking and supplier changes, remaining alert to fraud, cyber-enabled financial crime and conflicts of interest, and ensuring that suspected irregularities are escalated promptly in accordance with School procedures.

Other:

- Prepare or review VAT returns and supporting reconciliations, advise colleagues on the correct VAT treatment of transactions, maintain appropriate records and support compliance across the school and its subsidiaries.
- Prepare debtor paper for the Trusts Finance and Estate Committee meetings.
- Support the annual statutory audit, coordinating working papers and evidence, resolving audit queries promptly, monitoring agreed actions and contributing to the timely preparation of the financial statements.
- Lead and support finance improvement projects, including systems implementation, process automation, data quality initiatives and the development of clear management information, ensuring that changes are properly controlled, documented and embedded.
- Undertake other transactional and general finance duties as required to support the wider Finance function

General responsibilities:

- Arrange cover/authorise staff holidays for the Finance team as required, ensuring there is sufficient resource and cross training to enable staff to cover each other's roles.
- 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.
- Promote and safeguard the welfare of children and young people by acting in accordance with the school's safeguarding and child protection policies, completing required training, maintaining professional boundaries and reporting concerns promptly through the appropriate procedures.
- Always display correct staff identification whilst on site.
- Adhere to departmental policies and procedures to ensure personal safety as well as the safety of colleagues, pupils and visitors.

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 and experience

Essential

- A recognised professional accountancy qualification, or substantial progress towards one, such as ACA, ACCA, CIMA or CIPFA, supported by relevant experience in a complex finance environment
- Experience of preparing monthly trial balances and management accounts
- Experience of preparing monthly balance sheet reconciliations
- Analysing data and preparing clear spreadsheets
- Experience in completing VAT returns and Nationals Statistics returns
- Experience of using accounting software
- Experience of maintaining a Fixed Asset Register

Desirable

- CIMA or ACCA part or fully qualified
- Experience of working in the education sector
- Experience of Sage, FMS, Xero or Accounts IQ

Knowledge/Skills

Essential

- Meticulous administration, planning and the ability to meet targets and deadlines
- Attention to detail and ability to work with accuracy
- Advanced digital capability, including Excel-based financial modelling and data analysis, confident use of finance systems, and the ability to improve reporting through automation and business intelligence tools
- Advanced Microsoft Excel

Personal attributes

- Friendly and approachable with a can-do mind-set
- The ability to communicate complex financial information clearly, concisely and appropriately to colleagues, senior leaders and non-financial stakeholders, both orally and in writing
- Tact, sensitivity and the ability to handle confidential material with discretion
- Demonstrable personal credibility, sound judgement and resilience, with the initiative to take ownership, challenge constructively, improve established practice and remain effective during periods of competing priorities
- Able and willing to adopt a flexible attitude to working hours
- An interest and empathy with the ethos and aims of Royal Russell School

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).

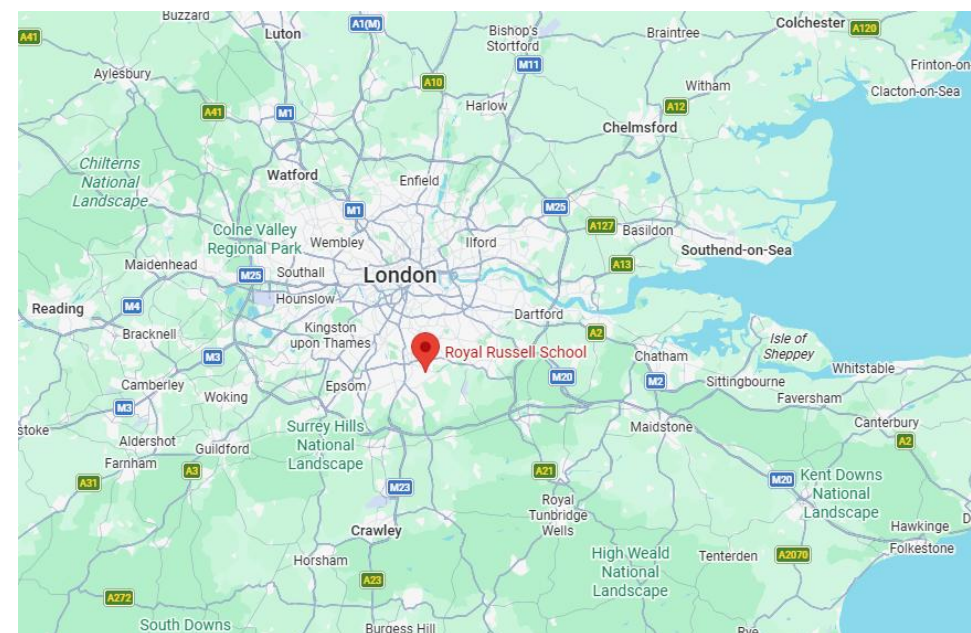
Further Information

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 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



Royal
Russell

www.royalrussell.co.uk

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