



ST JOHN'S SCHOOL
A MERCHANT TAYLORS' SCHOOL

Application Pack: Finance Manager

Welcome

Thank you for your interest in the role of Finance Manager at St John's School, Northwood.

We are seeking to appoint an experienced, proactive and highly organised finance professional to oversee the School's day-to-day financial operations. This is an important role within the School, working closely with the Bursar to ensure the effective management of the School's finances and the maintenance of robust financial controls and procedures.

The successful candidate will be responsible for a broad range of financial activities, including fee billing, purchase ledger management, bank reconciliations, BACS payments, direct debit administration, debtor monitoring, lettings invoicing and maintaining the accounts through to trial balance stage. This is an excellent opportunity for someone who enjoys taking ownership of financial processes and contributing to the smooth running of a successful independent school.

School Overview and What We Offer

St John's is an independent boys' Pre-Prep and Preparatory School for pupils aged three to thirteen years, with approximately 350 boys on roll. Founded in 1920, the School is owned by the Merchant Taylors' Educational Trust and is situated on a beautiful 35-acre site in Northwood, Middlesex, offering an exceptional environment for teaching and learning.

As a school, we are committed to the development of the whole child intellectually, morally, socially and physically. Children at St John's are hard-working, academically motivated and successful.

What We Offer:

- A supportive and welcoming environment within a successful independent school.
- A varied and rewarding role with significant responsibility.
- The opportunity to play a key role in the financial management of the School.
- Professional development and training opportunities.
- Salary of **£26,875 - £32,250 per annum (FTE £40,000-£48,000)**.
- **32.5 hours per week**, Monday to Friday, 9.00am to 3.30pm.



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- **38 weeks per annum** (term time including INSET days plus 3 additional weeks).
- Salary paid over 12 months.
- Access to the Aviva APTIS Pension Scheme with an employer contribution of 14%.
- Free lunch whilst on duty.
- On-site parking.

The Role: Finance Manager

Reports to: Bursar

Job Purpose

To support the effective financial management of the School by overseeing day-to-day finance operations and ensuring robust financial controls, processes and records are maintained at all times.

The Finance Manager will play a key role in supporting the Bursar through the management of the School's financial administration, maintaining accurate accounting records, monitoring income and expenditure, and preparing financial information to support reporting and decision-making.

Working closely with colleagues, parents, suppliers and external stakeholders, the postholder will help ensure that financial activities are delivered efficiently, professionally and in accordance with the School's policies, procedures and values.

Key Responsibilities

1. Financial Operations and Controls

- Manage the day-to-day financial activities of the School.
- Ensure robust financial procedures and internal controls are maintained.
- Monitor income and expenditure across the School.
- Maintain accurate accounting records and documentation.
- Support the preparation of financial information for reporting purposes.
- Ensure compliance with School policies and financial regulations.

2. Purchase Ledger Management

- Process supplier invoices, ensuring correct coding and authorisation.



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- Maintain accurate purchase ledger records.
- Reconcile supplier statements and resolve discrepancies.
- Prepare BACS payment runs and supplier payments.
- Develop positive working relationships with suppliers.

3. Banking and Reconciliations

- Perform regular bank reconciliations.
- Investigate and resolve reconciliation issues promptly.
- Ensure accurate recording of receipts and payments.
- Prepare reconciliation reports as required.
- Support effective cash management procedures.

4. Fee Billing and Income Management

- Prepare and issue termly fee invoices.
- Collate pupil extras, trips and other chargeable items.
- Maintain schedules of bursaries, scholarships and discounts.
- Assist with fee collection processes and parent queries.
- Ensure all income is accurately recorded and reconciled.

5. BACS Payments and Direct Debits

- Process BACS payments and other authorised payments.
- Administer the School's direct debit scheme.
- Set up, amend and cancel direct debit mandates.
- Reconcile direct debit collections and investigate discrepancies.
- Ensure all payment processes are completed accurately and securely.

6. Debtor Management

- Monitor outstanding balances and maintain debtor records.
- Issue reminder communications where appropriate.
- Support the monitoring of payment plans and overdue accounts.
- Liaise professionally with parents regarding outstanding fees.
- Provide regular debtor reports to the Bursar.



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7. Lettings Administration

- Prepare and issue lettings invoices.
- Monitor receipt of payments and follow up outstanding amounts.
- Maintain accurate records of lettings income.
- Liaise with external hirers regarding invoicing matters.

8. Petty Cash and Banking

- Manage petty cash transactions and reconciliations.
- Maintain appropriate records and controls.
- Arrange banking of income and cheques as required.
- Prepare regular petty cash reports.
- Ensure banking activities are completed promptly and accurately.

9. Financial Reporting and Trial Balance

- Maintain accounting records through to trial balance stage.
- Prepare supporting schedules and reconciliations.
- Assist with management accounts and financial reporting.
- Support the annual audit process.
- Provide accurate financial information as required by the Bursar.

10. General Duties

- Maintain strict confidentiality at all times.
- Work collaboratively with colleagues across the School.
- Attend training and professional development activities as required.
- Promote and support the ethos and values of St John's School.
- Undertake additional duties commensurate with the role as reasonably requested by the Bursar.



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Person Specification:

Essential Qualifications and Experience

- Proven experience in a finance, accounting or bookkeeping role.
- Strong understanding of financial processes and controls.
- Experience preparing accounts to trial balance stage.
- Excellent organisational skills and attention to detail.
- Proficient in Microsoft Office, particularly Excel.
- Experience using accounting software.
- Ability to manage multiple priorities and meet deadlines.
- Professional, reliable and adaptable approach.

Desirable Qualifications and Experience

- AAT qualification or part qualification.
- CIMA, ACCA or equivalent qualification or part qualification.
- Experience working within an educational environment.
- Experience of school finance systems, including WCBS PASS.
- Experience of fee billing and direct debit administration.

Skills and Competencies

- Strong numerical and analytical skills.
- Excellent communication and interpersonal skills.
- Ability to build positive relationships with colleagues, parents and suppliers.
- High level of accuracy and attention to detail.
- Strong problem-solving capabilities.
- Ability to work independently and as part of a team.
- Effective planning and time-management skills.

Personal Attributes

- Professional, trustworthy and discreet.
- Positive and proactive approach.
- Calm and resilient under pressure.
- High standards of accuracy and organisation.



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- Flexible and adaptable in approach.
- Commitment to supporting and promoting the ethos and values of St John's School.

Suitability to Work with Children

- A commitment to safeguarding and promoting the welfare of children.
- Ability to maintain appropriate professional boundaries.
- Emotional resilience in working with children, colleagues and parents.

Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the School's safeguarding policies and procedures.
- Willingness to undertake training relevant to the role.

How to Apply

Please apply in confidence by submitting the following:

1. A completed application form.
2. A covering letter outlining your suitability and interest in the role.
3. A completed equal opportunities monitoring form.

Please download the application form and equal opportunities monitoring form from our website www.st-johns.org.uk/about-us/staff-vacancies/ or request them by emailing HeadsEA@st-johns.org.uk.

Closing Date: 9am, Monday 2nd November 2026

Interviews: w/c 9th November 2026

Start Date: As soon as possible

Applications should be sent to HeadsEA@st-johns.org.uk



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Contact and Visits

We warmly welcome potential applicants to visit the School or arrange an informal conversation before applying. Shortlisted candidates will have the opportunity to tour the School on the day of interview.

For enquiries or to arrange a visit, please contact **HeadsEA@st-johns.org.uk** or telephone **020 8866 0067**.