



Required for January 2026

Finance Manager

Eaton House Schools (EHS), founded in 1897 and now part of the Dukes Education Group, comprises two independent schools in central London.

Eaton House The Manor (“EHTM”), located in Clapham, provides independent education to over 650 pupils from 3 to 13 across its 4 schools: a co-ed Nursery, a Girls’ school, a boys’ Pre-Prep school and a boys’ Prep school. North of the river, Eaton House Belgravia (“EHB”) educates pupils from 3 to 8 years old.

While both our schools are non-selective at the various entry points, our girls and boys obtain outstanding academic results, joining prestigious senior schools and receiving a wide range of scholarships at establishments such as Westminster, St Paul’s School, Dulwich College, James Allen’s Girls School, Winchester, Wycombe Abbey or Eton.

Overall, EHS educates over 750 pupils and employs close to 200 staff members.

Job Description:

EHS is looking for a pragmatic and enthusiastic Finance Manager to join their finance team, reporting to the Head of Finance. The position will be based primarily on the site of Eaton House The Manor in Clapham, SW4 London, but may require some presence at the Eaton House Belgravia site in SW1.

Preferably with finance experience in an education setting, this is a key role reporting to the Head of Finance. The post-holder will be responsible for supporting the Head of Finance in ensuring the financial regularity of the schools and producing financial reports for both the Bursar and Principal as well as for Dukes Education Group.

Key Responsibilities:

- Manage of day-to-day financial operations and accounts for both EHTM and EHB, in particular:
 - Accounts payable life cycle
 - Accounts receivable life cycle including termly billing
 - Bank reconciliation
- Lead the monthly payroll process for each of the two schools
- Assist the Head of Finance in preparing monthly management accounts including:

Eaton House Belgravia
Eaton House School Belgravia Limited (trading as Eaton House Belgravia Pre-Preparatory School & Nursery) is incorporated and registered in England and Wales with its registered office situated at Dukes House, 58 Buckingham Gate, London, SW1E 6AJ and with registered number 07227840

Eaton House The Manor
Eaton House School Limited (trading as Eaton House The Manor School) is incorporated and registered in England and Wales with its registered office situated at Dukes House, 58 Buckingham Gate, London, SW1E 6AJ and with registered number 02807294



- Deferred income
- Prepayments and accruals
- Reconciliations of other balance sheet accounts
- Cash flow forecast
- Assist the Head of Finance in providing regular financial and budget analysis to the schools' Senior Leadership Team and Dukes' finance team
- Support the Head of Finance in the annual budgeting and forecast as well as in preparing ad-hoc financial analysis
- Provide supervision and mentoring to finance team members
- Communicate regularly and effectively with the Head of Finance and all other senior staff as required
- Be a key point of contact within the finance team for all staff members at EHS
- Be a key point of contact for families regarding billing issues in particular
- Identify opportunities for improving financial processes and systems to increase efficiency, accuracy, and transparency
- Understand and adhere to financial regulations, legislation and internal policies
- Any other reasonable request as appointed by the Bursar, Principal or Head of Finance

Person Specification

Experience:

- At least 3-5 years of experience in a finance role, preferably in an educational or similar environment
- Experience in financial reporting and accounting
- Experience in managing payroll
- Experience with financial software such as XERO and ApprovalMax
- High proficiency in Excel

Qualifications and desirable qualities:

- A relevant financial qualification (AAT, ACCA, CIMA, or equivalent) is desirable but not essential
- Ability to work well with a team is essential
- Ability to adapt and contribute to new processes
- Ability to explain complicated financial matters to non-financial staff in a friendly and confident way

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Remuneration

The salary range for this role is £35,000-£40,000 per annum, but is negotiable dependent on experience.

Safeguarding and Child Protection

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

Applications

Any queries about the specifics of the role should be addressed to the Head of Human Resources, Miss Jessica Morse, at HR@eatonhouseschools.com or on 0207 924 6000.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.

The post is exempt from the Rehabilitation of Offenders Act 1974.

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EATON HOUSE SCHOOLS



Eaton House Schools, 58 Clapham Common North Side, London SW4 9RU **Tel:** 020 7924 6000 **Email:** admin@eatonhouseschools.com

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