



STAINES PREPARATORY SCHOOL

Finance Manager - to start ASAP
Full Time (all year round)

Deadline for application: 6th July 2026 - 12 noon
Interview: 9th July 2026

Thank you for your interest in applying for the position of Finance Manager here at Staines Preparatory School.

This pack will give you an insight into our school and why we think Staines Prep is an exciting and innovative place to work.

Our school is a forward thinking, diverse, inclusive school. I am proud that we celebrate children as individuals, acknowledging their unique characters, traits and skills. They are encouraged to embrace challenges and learn collaboratively, with effort being praised alongside achievement. Our latest ISI inspection rated us “excellent in all areas”.

We pride ourselves on having a real family feel with real family values, and dedicated staff lead by example. We provide exemplary pastoral support and continuously champion our dedication to wellbeing.

We are seeking someone with a strong work ethic to join our enthusiastic team. You will join our hardworking professional staff whose dedication to our high standards makes the school a special place to work.

Staff enjoy working at Staines Prep and I hope you will see why from this brochure. Please take the opportunity to read the information within this pack, and if you have any questions please do not hesitate to get in touch with us.



Mrs Hannah Miles
Headteacher B.A (Hons), QTS, M.Ed.





About Us

We are an innovative, friendly and caring independent preparatory school situated in the busy town of Staines-Upon-Thames. We have excellent transport links to London, Windsor and Reading via the adjacent train station, or a short drive to the M25. We have approximately 200 children between the ages of 2 and 11 in our academically non-selective, coeducational school. Classes run from Nursery through to Year 6, with children up to Year 3 enjoying a dedicated class teacher, while children in Year 4 to Year 6 work with specialist teachers in specialist classrooms to make the most of their learning opportunities.

Our aim is to provide an all-round education that encourages each child to reach their full potential in a caring and supportive environment which enables them to develop a sense of community and an understanding of the wider world. We take particular pride in our reputation for the pastoral care we provide and the personal development of the children and recognise that this is built very much on the commitment and skills of our staff. The success of the School and the well-being of the staff depend very largely on co-operation, trust and respect between all levels of the team.

Our pupils come from a wide range of backgrounds and the School is proud of the rich cultural and ethnic mix within our community. After Staines Preparatory School, pupils move on to a variety of senior schools, including competitive entry independent schools, grammar schools, other independent schools and local maintained sector schools.

We have exceptional facilities which include a Digital Learning Suite, a large sports hall, an excellent performance area with specialist lighting and sound, a food technology room, a trim trail and climbing wall, Forest School area and outdoor classroom, state-of-the-art cricket nets and a floodlit 3G all weather court. The Upper School all have brand new, large interactive smart panels which are facilitating the most cutting edge teaching techniques.

We have a strong school community, and new staff often comment on the strength of this partnership and how friendly and helpful they find the environment to be. Additionally, the School wishes to provide our staff with continual opportunities to develop to the benefit of both the school and themselves. At Staines Prep we take the welfare of our staff as seriously as we do the children in our care. Every member of staff is valued and respected.



Job Description and Key Responsibilities

MAIN PURPOSE AND SCOPE OF THE JOB

As our Finance Manager, you will lead the day-to-day operational management of our school's financial activities. You will ensure rigorous financial control, accurate reporting, and full regulatory compliance to support our thriving preparatory school.

POSITION IN ORGANISATION

Reports to: Bursar

DUTIES AND KEY RESPONSIBILITIES

This job description is indicative of the nature and level of responsibility associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary.

ACCOUNTS RECEIVABLE

- Manage the termly school fees billing cycle and generate invoices ensuring VAT compliance.
- Responsible for invoicing for lettings and internal/external clubs
- Allocate cash transactions to correct ledgers and manage petty cash banking.

ACCOUNTS PAYABLE

- Process all supplier invoices, staff expenses, and purchasing card spend.
- Manage supplier payments and secure approvals to meet payment terms
- Own the supplier setup process, including bank account verification.
- Place orders and receive goods against digital purchase orders for staff.

MANAGEMENT ACCOUNTING

- Lead month-end reporting, including ledger management, accruals, and prepayments.
- Prepare monthly variance analysis for review.
- Maintain the Fixed Asset Register.
- Compile external audit documents, including the Trial Balance.
- Process annual bursary applications for third-party assessment.



Key Responsibilities

TAX COMPLIANCE AND CONTROL

- Prepare monthly balance sheet reconciliations for review.
- Submit quarterly VAT returns and calculate annual adjustments.
- Own the annual Corporation Tax nil return and ensure tax invoice compliance.
- Manage School Fees Plan payments.

BUDGETING AND FUNDING

- Issue annual budgets to holders and upload them into the finance system.
- Complete data returns and manage funding claims with Surrey County Council (SCC).
- Review and update internal finance policies and practices.

GENERAL RESPONSIBILITIES

- Understand and follow all School policies and procedures.
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the Health and Safety, Fire Safety and Child Protection policies and procedures as published.
- Review, record and plan your professional development and attend appropriate training and meetings.
- Enjoy being a part of a thriving, successful and progressive Preparatory School.
- Undertake other such specific duties appropriate to your post which the Headteacher and Bursar may reasonably assign from time to time.



Person Specification

QUALIFICATIONS & EXPERIENCE:

- Required: An accounting or finance qualification (e.g., ACCA, CIMA, CSBM, Level 4 DSBM, or equivalent).
- Part-qualified candidates are welcome to apply.
- Preferred: Financial experience within an Independent School environment
- Preferred: Working knowledge of AccountsIQ software.

SKILLS AND ATTRIBUTES:

- High Level Excel skills: ability to efficiently manipulate, analyse and present data for budgeting and variance reporting. Confident in using pivot tables, VLOOKUPS/XLOOKUPS and formatting complex financial reports.
- Clear communication skills to collaborate with parents, colleagues, governors, and external agencies.
- Ability to present financial data clearly to senior leadership teams.
- Strong prioritisation skills to manage competing deadlines in a busy environment. A proactive, collaborative approach to problem-solving and teamwork.
- Absolute discretion and professionalism when handling confidential data.
- A high level of self-motivation, with a positive 'can do' attitude.
- Proven commitment to continuing professional development.
- Willingness to participate in wider School life, attending School events as and when required.



Why Work With Us

Staines Preparatory School is a great place to work. Not only do we offer everything you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff wellbeing and numerous staff training opportunities, we also offer extras which we hope set us apart from other schools.

These include:

- Generous DC pension and benefits scheme.
- Access to the Employee Assistance Programme, which offers free support on a range of issues such as work, wellbeing, money, health and legal advice.
- Fee remission.
- Buddies - upon appointment you will be paired up with a suitable colleague who will be on hand to answer any questions and offer advice before you start with us.
- Secret Friend - participants are given a 'Secret Friend' to buy them gifts from a list of preferences, and you will receive them too!
- Social Events - we have a dedicated team to ensure we enjoy Christmas and end of year social events, along with additional get togethers throughout the year.
- Parking on site.
- Lunch is provided (dependant on hours).
- Staff Choir (mornings).

Safeguarding:

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Salary:

The salary for this role is £44,000 per annum (depending on experience and qualifications).

Hours of Employment:

Full time

37.5 hours per week (all year round)

Application Process:

The closing date for applications is:

6th July 2026 - 12 noon, however we reserve the right to interview sooner for the right candidate, so please submit your application early.

If you have any questions please do not hesitate to get in touch, or if you would like to visit our school please email Mrs Angelita Faulkner via hmpa@stainesprep.co.uk