



FINANCE OFFICER

Employment Status: Full Time - Permanent

Application closes: 0900 Monday 4 August 2025

Required From: September 2025

Interviews: W/C Monday 11 August 2025



Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *albam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

*conditions apply

Our Commitment to Safeguarding Children

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the People Operations team.

THE DEPARTMENT

The Professional Services Team is made up of a large number of highly professional, hardworking and dedicated staff, covering the following business and operational functions of the College:

- Academic and Pastoral Support
- Administration
- Admissions
- Commercial Enterprise
- Development & Fundraising
- Finance
- Health & Safety
- Human Resources
- IT Services
- Marketing
- Property & Facilities
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

These Professional Services teams consists of approximately 120 employees who ensure the successful day-to-day running of the College

THE TEAM

Led by the Chief Finance Officer, the finance team provides a highly effective and efficient administrative function to all stakeholders, including the provision of guidance and support on key financial issues.

THE ROLE

The St Dunstan's Group is undergoing an exciting period of change. We merged with Rosemead Preparatory School in 2023 and St Christopher's The Hall school in March 2025, and further additions to the Group are anticipated. In addition, the legal Group structure changed in January 2025 and we implemented a new accounting system in September 2024. There will be continuing developments as the three schools integrate and standardise processes and systems over the next 12 months, with the postholder playing an important role in this process.

We are seeking to appoint an enthusiastic and efficient professional to join our forward thinking and innovative Finance team. Led by the Head of Finance, the team provides a highly effective and efficient administrative function to all stakeholders.

This is an exciting opportunity for a Finance Officer to primarily work with Rosemead and St Christopher's The Hall schools (the Schools), as well as supporting the finance department across major finance functions, when required. It would suit an experienced finance officer looking to broaden their experience and working with teams across a number of sites.

The successful candidate will be expected to spend at least one day per week at Rosemead Preparatory School, West Dulwich, one day per week at St Christophers The Hall, Beckenham and one day per week at St Dunstan's College, Catford.

Some flexibility will be required to ensure deadlines are met.



JOB DESCRIPTION

Responsible to: **Head of Finance**

The following reflects the immediate requirements and responsibilities of the post. The primary focus will be on Accounts Receivable, with support for Accounts Payable and Financial Systems. It is not an exhaustive list of duties but gives a general indication of work undertaken which may vary in detail in light of changing demands and priorities.

Accounts Receivable

- Raise and distribute fee invoices on time each term, including adjustments for any remission granted and addition services/disbursements (such as school trips).
- Support with the processing of sales ledger income
- Manage credit control procedures in line with internal processes.
- Set up and monitor the direct debit/alternative facilities for fee payers and process collections on receipt
- Liaising with parents/fee payers with regards to account queries in a professional and timely manner.
- Return deposits to leavers, as appropriate
- Coordination of the online payment platform for payment of trips and activities

Accounts Payable

- Record supplier invoices received in the finance system as soon as possible ensuring that appropriate procurement procedures have been followed, and that budget holder approval has been obtained
- Set up and manage regular payment runs and send out supplier remittances.
- Ensure all transaction are accurately recorded in the finance system, along with supporting documentation

Financial Systems and Processes

- Perform month end checks and resolve reconciling items, including:
 - Monthly bank reconciliations
 - Supplier account reconciliations
 - Control account reconciliations
- Process credit card statements and chase outstanding receipts
- Post the monthly payroll journal
- Reconcile trips and activities budgets

Other Tasks

- Coordination of the online payment platform or payment of trips and activities
- Assist budget holders and other members of staff with finance related queries in a timely manner
- Undertake appropriate training for personal and professional development
- Ensure compliance with the Group's Finance policy and procurement policies.
- Assist with audit preparation and the audit process.
- Support other members of the finance team with ad hoc tasks as they arise





PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Qualification/s and Training		
AAT Qualification – Minimum Level 3 or equivalent	X	
Experience		
Highley effective, organised and accurate financial administrator	X	
Previous experience of supporting financial management	X	
Previous experience of undertaking a broad scope of accounts administrative duties	X	
Experience of managing a number of on-going projects effectively and efficiently	X	
Experience in an education setting, particularly an Independent school		X
Experience in the use of computer-based accounting packages (sage Intacct is currently used)	X	
Excellent literacy and numeracy skills	X	
Excellent attention to detail	X	
Excellent interpersonal skills with the ability to interact and influence at all levels, with tact, diplomacy and empathy	X	

PERSON SPECIFICATION

Skills and Knowledge		
The ability to work in a fast-paced environment, managing various tasks and systems simultaneously and effectively, prioritising workload whilst using own initiative and maintaining a sense of perspective	X	
Self-motivated and able to work alone without constant direction	X	
Competent in the use of IT packages, including word processing and Microsoft 365	X	
Advance user of excel		X
Personal Qualities		
Professional work ethics, with a desire to deliver high standards	X	
Ability to work under pressure	X	
Flexible in approach and a willingness to respond to changing priorities	X	
An effective team player, working collaboratively with others	X	

Ability to deal sensitively and appropriately with confidential information	X	
Proactive in making suggestions for improvement of change		X
Committed to continual professional development	X	

The Package

Salary: S4 **£38,187 - £44,549** per annum as per the September 2025 pay scale

Hours: 37.5 hours per week Monday to Friday

Pension: Contributory Pension Scheme ISPS (DC)*

