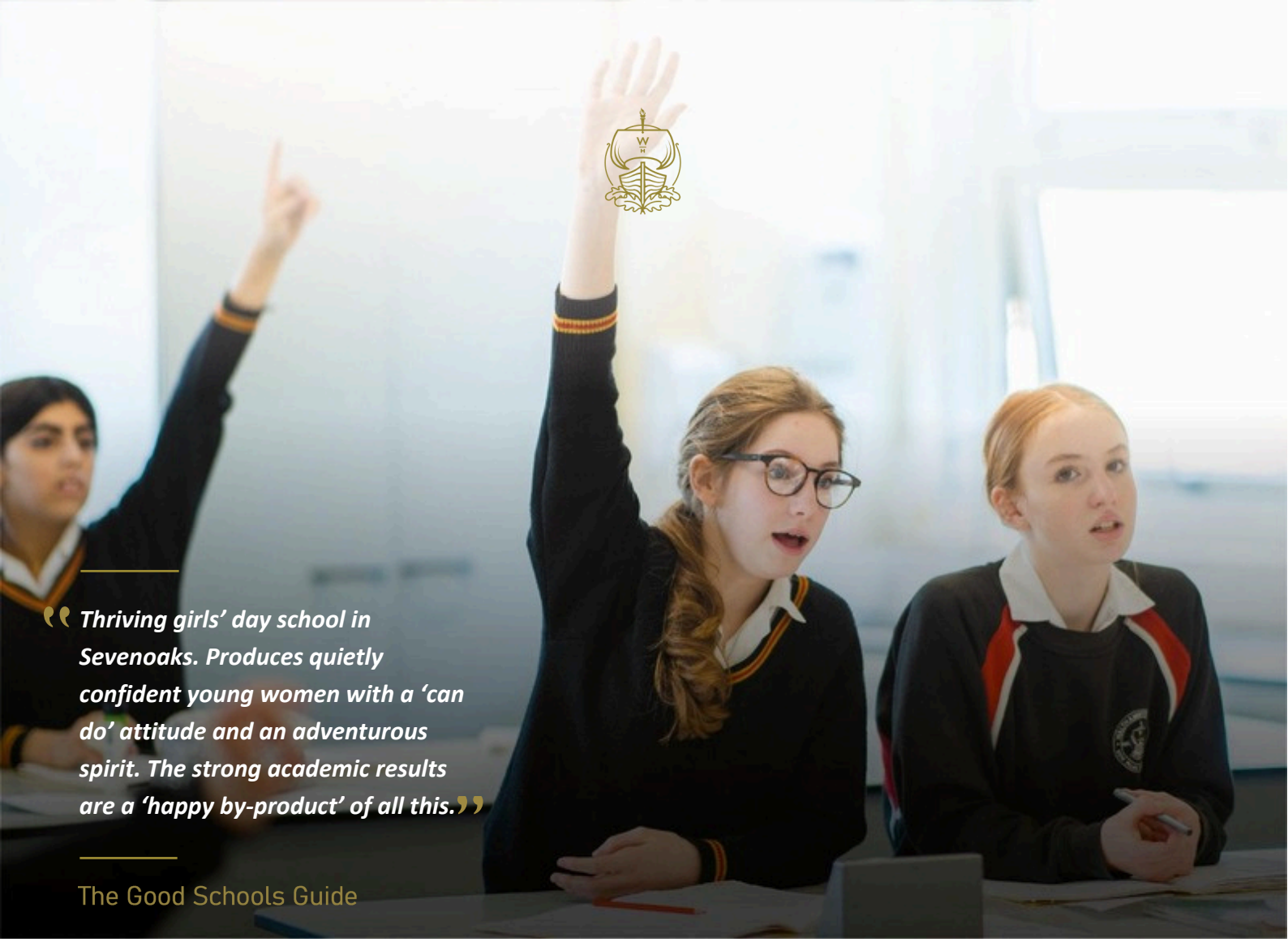
Finance Manager

Permanent
Full time (40 hours per week)
All year round
Starting Jan/Feb 2027 (negotiable)

CANDIDATE INFORMATION

WALTHAMSTOW HALL
SEVENOAKS



Thriving girls' day school in Sevenoaks. Produces quietly confident young women with a 'can do' attitude and an adventurous spirit. The strong academic results are a 'happy by-product' of all this.

The Good Schools Guide

Introduction

Walthamstow Hall is a thriving girls' day School based in Sevenoaks, Kent, accepting girls aged 7 to 11 into the Junior School, Blackburn House, and girls ages 11-18 into the Senior School and Sixth Form. One of the oldest girls' schools in the country, and certainly the oldest in Kent, the School has a long track record of excellence.

The School enjoys marked academic and sporting success, consistently placing it high within the UK's top 100 Schools. Walthamstow Hall carves out a unique space for every individual to aspire, flourish and set the world alight.

Walthamstow Hall offers a dynamic education. This is a fun, grounded School of boundless opportunity and passionate teachers.

Walthamstow Hall has a focus on pupils leading purposeful lives, committed to making a positive difference in the world. Pupils are empowered to flourish in an inspiring environment that cares for the whole person.



History, Ethos & Values

Since our foundation in Walthamstow in 1838 as a School and home for daughters of missionaries, Walthamstow Hall has been sending accomplished, confident young women into the world to lead purposeful lives, making a real difference in their chosen fields. Our earliest pupils went to work in far-flung locations, often as medics and teachers. Today, with an ever- greater wealth of opportunity open to them, this confident spirit of adventure (represented by the School's emblem, the ship) is more relevant than ever. The development of character, endeavour, resilience and flair within a Christian setting remain central to the School's aims, and at each stage, pupils are actively prepared for what lies beyond and provided with new challenges. Through both the curricular and co-curricular programmes, they are enabled to explore and test their talents and embrace opportunities to lead and serve within a supportive community and beyond. Pupils and parents alike are appreciative of the rich education and opportunities the School has to offer.

In 1882, Walthamstow Hall moved out of London to its present site in Sevenoaks; since then, it has become a cherished and established part of the wider community. Development in the recent past included a period in which the School was the girls' grammar school in Sevenoaks under the Direct Grant System in the 1970s before becoming fully independent in 1976. The School built one of the first school theatres in 1989, and in 1992, the expanding Junior School moved to a separate, nearby site in Sevenoaks. Boarding ceased in 2001.

In September 2025, the Junior School moved from Bradbourne Park Road to the Senior School site. The new Junior School is called Blackburn House and is open to girls in Years 3-6.

"Pupils' achievements are excellent, and their very high rates of progress throughout the Junior and Senior Schools ensure that they are highly successful in moving to the next stage of their education or the world beyond school."

"Pupils have a keen sense of right and wrong and take full responsibility for their own conduct, with the result that exemplary behaviour is the norm within and beyond the classroom."

"Pupils of all ages engage fully, and achieve outstanding success, in a very wide range of extension activities to support the curriculum and in extra-curricular activities."

"Pupils' social development is excellent. They are confident in their dealings with adults and value one another's thoughts and opinions when supporting and collaborating with each other and their teachers."

"Pupils are exceptionally positive in their commitment to improving the lives of others."

Independent Schools Inspectorate, 2019

No matter who you are, the Sixth Form at Wally encourages you to be the best you can, and not just in your studies. There are so many co-curricular opportunities that help to build confidence, self esteem and a sense of achievement.

Grace, Year 12

When I talk to my friends from other schools it strikes me that that they aren't known properly by their teachers, but I am known as an individual here.

Isabella, Year 10

I found it very easy to settle in at Wally Hall because both my sisters went here and I knew everyone was very friendly and welcoming. At Wally, there is something for everyone to be a part of.

Valya, Year 8

Location, Buildings, Development & Finance



The School enjoys views of Knole Park and the Downs whilst being close to the centre of Sevenoaks and to the station with its fast (22 minutes) and frequent links to London. Since moving to Sevenoaks in 1882, every Walthamstow Hall building, from its original Arts and Crafts heart to the new Sports Hall, Swimming Pool Complex, Sixth Form Centre and the recently converted building for the Junior School, has been designed and purpose-built to meet the School's present and future needs as it has expanded and evolved.

The past 20 years have been a period of estate development...

2003 Conversion of former boarding accommodation into the Erasmus Centre for modern language and humanities.

2004 Redevelopment of the Science Centre.

2008 Building of the new Swimming Pool complex.

2009 Development of new Maths Suite and additional Drama studio.

2010 Building of new Music rooms (Downton Music Centre) and 3D Design studios.

2012 Construction of a new student 'Hub' entrance and reception facility.

2014 Building of a dedicated Junior School Dining Hall and additional classroom facilities.

2015 Building of new Sports Centre complex, including a four-court Sports Hall, gymnasium and Dance studio.

2016 Building of new Sixth Form Centre, The Lang Centre. including additional Science and Food Technology rooms.

2015 Completion of Downton Centre with six Music practice rooms, classroom and office space.

2019 Conversion of previous Sixth Form Building into an Arts Centre, including a second Drama studio, a large second Art studio, a photographic studio and dedicated Duke of Edinburgh Award space.

2025 Work finished on the new Junior School provision, Blackburn House.

The latest major development was the construction of the £5.7 million Sixth Form Centre. This four-storey building includes an additional Science/Technology suite as well as dedicated Sixth Form teaching rooms and communal spaces. Subsequent refurbishment projects have included the previous Sixth Form Building, now an Arts Centre, additional Music practice rooms and completion of the Downton Music Centre.

For over 185 years, the School has constantly evolved: investing, building and planning for the future. From September 2025 we welcomed pupils in Key Stage 2 back onto the Holly Bush Lane site, bringing the School back onto one site with the enhanced community spirit that offers.

Curriculum

The Junior, Senior, and Sixth Form curriculums all reflect our belief in the importance of the individual: they are designed to offer unusual breadth, choice and flexibility, tailored to the needs of each pupil.

Across the School, lessons are taught by highly qualified enthusiastic specialists with a love for their subjects and a real commitment to their pupils and the craft of teaching and learning.

From the beginning, teaching takes place in optimum sized groups in attractive, modern classrooms grouped in dedicated department areas.

Lessons are well equipped with IT, including interactive white boards, tablets, laptops, Firefly VLE and MS Teams, and teachers are supported by dedicated IT, Science, and Art technicians.

The core academic curriculum is supported by extensive PSHEE, Careers and Personal Development Programmes throughout the School. The Sixth Form curriculum is supplemented by a wide co-curricular offering, including the Gold Duke of Edinburgh, Model United Nations, Enterprise as well as a myriad of Sport, Music, and Drama opportunities.

RESULTS

Walthamstow Hall's record of academic excellence is long established and can be seen at every point of external assessment.

Junior School pupils consistently gain places and scholarships at highly regarded and competitive senior schools, including local grammar schools following Kent test success, Sevenoaks School, and our own Senior School.

In the Senior School, pupils typically take an average of 9 1/2 subjects at GCSE (the half is RS) and 3 at A Level. The EPQ is a popular addition taken by Sixth Form students, and achievement is very high.

In 2026, 81.5% of A Levels were awarded at A*–B, with 50% at A*–A and 24% at A*. 50% of GCSEs in 2026 were awarded at 9 or 8, with 73% at 9–7; and just under a quarter of all the girls in the groups were awarded 8s and 9s across their top 8 GCSEs.

LEAVER DESTINATIONS

The breadth and flexibility of the Walthamstow Hall curriculum, coupled with expert teaching, enables students to pursue the further education and career path that is absolutely right for them.

The majority of leavers go on to higher education, and typically over 80% go to Russell Group universities.

The most popular universities are Nottingham, Loughborough, York, Bath, Manchester, Bristol, Exeter, Leeds, and Durham. We often have had students go to Oxford and Cambridge for Music, History, and Classics.

In 2026, roughly 26% set off for STEM-bound courses (Medicine, Maths, Neuroscience, Chemistry, Engineering, Computer Science); 21% into Business, Finance and Economics; 48% Humanities and Social Sciences; and the rest carving out space in the Creative Arts, including Costume Design for theatre and screen.

Co-curricular Enrichment

components of everyday life at Walthamstow Hall.

SPORT

The School 'punches above its weight' in the sporting arena with significant numbers of pupils competing and winning medals at the national level across a wide range of sports including athletics, badminton, cross-country, lacrosse, gymnastics, swimming, and tennis. Sport is not just about the elite: 'Sport for all' is encouraged and celebrated at every stage with a diverse range of sport on offer from lacrosse and swimming to cheerleading and yoga. Pupils enjoy five lessons of sport in Year 7 and, counter to national trends, participation and enthusiasm continue right through to Year 13.

Indoor cricket nets were opened in 2024, thanks to a generous parental donation.The opening of Blackburn House offers an expansion of the provision of sport for girls in Years 3 to 6.

> ***"Team, group or individual achievements in drama, music and sport are recognised at local, county and national level."***
>
> ISI Inspection

DUKE OF EDINBURGH, ENTERPRISE & VOLUNTEERING

The School has an impressive record in the Duke of Edinburgh's Award Scheme: it is an accredited Duke of Edinburgh Award Scheme Centre and has a dedicated Duke of Edinburgh area for meetings, expedition planning and preparation. Students go through to Gold Award every year. As they progress through the School, pupils are encouraged to participate in community service and a variety of volunteering activities. Walthamstow Hall has strong links with neighbouring primary Schools.

> ***"Numerous ensembles and choirs perform in concerts and recitals in School and as far afield as Tuscany."***
>
> ISI Inspection

MUSIC & DRAMA

Walthamstow Hall is renowned for the exceptional quality of Music and Drama on offer. Junior pupils are introduced to a variety of musical instruments and a third of pupils take weekly lessons in an instrument, and a third also take Trinity Drama lessons. Over 90% of Trinity Drama grades are passed at the highest level, Distinction. There are formal and informal concerts every term, involving the orchestra and a wide range of chamber groups and choirs. Singing in the Year 7 choir is compulsory for all Year 7 pupils.
Productions take place in The Ship Theatre with backstage support run by pupils who follow the same backstage protocols employed by The National Theatre.



Community

A strong sense of community, respect for self and others, and the pride that comes from sharing a great tradition make Walthamstow Hall a School where every pupil can flourish, achieve and make lifelong friendships.

It is a setting in which achievement can be celebrated and where effort is rewarded and recognised. The strong, positive and supportive relationships between staff, students and parents are a fundamental component of the School's success, and effective teamwork is prized at all levels.

There is a palpable sense of community spirit, affection, fun and pride in what the School represents. This is all underpinned by skilled and highly committed governance by Governors who know the School well. The extremely active vertical House system enables pupils and students to mix across year groups and engage in friendly competition, and it complements the pastoral structure and increasing focus on Pupil Voice.



Pastoral Care

Walthamstow Hall is a harmonious community in which all individuals are respected and feel able to contribute. Our success is built on the conviction that strong pastoral systems underpin academic progress and that emotional, personal and intellectual development go hand in hand. Great value is placed on every student's happiness and personal development, and they leave as accomplished, assured and happy young adults.

Pastoral Heads and Form Tutors provide guidance and monitor personal and academic well-being, working alongside their tutees, who are actively involved in reviewing their own progress and setting targets. There is plenty of praise and advice when needed.

Discipline in a School where pupils are known, valued and well-motivated is rarely a problem. There is a School Code, formulated in consultation with pupils, covering topics including standards of behaviour and relationships. The School has firm policies on behaviour, and minor transgressions are swiftly dealt with. Consideration for others, self-discipline and good behaviour are the norm, and rewards and sanctions are applied consistently and fairly. Pupils respect this, themselves and each other.

Pupils have a strong voice in school matters formally through the Student Council, Food Council, and Eco Council and more informally in the friendly and respectful contact between staff and pupils.

Close and regular communication between the School and parents is encouraged, and the School takes pride in the productive partnership which exists between parents, staff and pupils.

> *"Parents showed their appreciation for the way that leadership and governance carefully monitor and develop arrangements for pupils."*
>
> ISI Inspection

Admissions

West Kent is privileged to benefit from a concentration of high- achieving junior and senior schools in both the maintained and independent sectors. This is particularly pronounced in the catchment areas of Sevenoaks, Tonbridge and Tunbridge Wells.

It is not uncommon for prospective families to consider a range of schools at key points of entry.

In the junior sector, Walthamstow Hall is often considered alongside high-performing state primary schools and larger co-ed prep schools.

At the senior level, the competitive pool covers a larger geographic area.

Walthamstow Hall's main points of entry will be Years 3 and 7, although pupils are welcomed into all year groups where there is space including a significant number into Years 9 and 12. With its close links to London, Sevenoaks is ideally placed for the City, and many Walthamstow Hall parents are employed there.

Blackburn House receives applications from families with girls aged 7 to 11.

Entry to Blackburn House will involve prospective pupils attending a taster session with their year group; these sessions include age-appropriate assessments which take the shape of more formal tests higher up the School.

The main entry points to the School are at Year 3 (20 places) and Year 7 (60 places). The School offers 'deferred entry' places from Year 7 to Year 9, a programme which is offered to local prep schools which go to 13+.

The Senior School is academically selective, and entry is based on success in three areas – performance in the ISEB Common Pre-Test, a report from the Head of the pupil's current school and an interview with a senior member of Walthamstow Hall teaching staff. Over the past few years, the average number of applicants for the 60 Year 7 places has been around 120. Provision is made for any applicants who have learning support needs. Sixth Form applicants require a minimum of 7 GCSEs at grades 9-6 with a grade 8/9 preferred for subjects being taken at A Level.

Academic, Music, Drama, Art, and Sports scholarships and exhibitions are offered at the Senior School and in Sixth Form, as are means-tested bursaries. Founder's bursaries, worth nearly the entire value of fees, are also offered at the Senior stage to those families meeting the criteria for support.



Senior Leadership Team



The Senior Leadership Team comprises the Headmistress, Bursar, Senior Deputy Head, Deputy Head Academic, Head of Blackburn House, Heads of Key Stages 3 and 4, Head of Sixth Form and the Director of IT and Digital Innovation.

The Headmistress and Bursar attend all Governor committee meetings, with other members of the Senior Leadership Team attending those relevant for their role. Good communication is prized, and the team operates particularly effectively together, as well as in individually delegated roles.

There are four pastoral sections at the School: Key Stage 2 (Years 3, 4, 5, and 6), Key Stage 3 (Years 7, 8, and 9), Key Stage 4 (Years 10 and 11) and Sixth Form/Key Stage 5 (Years 12 and 13).

Every member of staff has pastoral as well as academic responsibilities. There are also six Staff Heads of House who support the student House Captains in making the House system such a success within the School. The School is looking to incorporate Blackburn House pupils into the Senior School House system.

At Blackburn House, pastoral and academic roles will be similarly combined, with staff always taking an active interest in pupils' wider interests and personal development alongside their academic progress.

We are committed to:

- Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- Equal opportunities in respect of any protected characteristic.
- Recruiting the staff who have the vision and competencies to lead the School into its next exciting phase.

Role Summary

Walthamstow Hall is seeking an accountancy-qualified Finance Manager to lead the Finance Team and support the Bursar in delivering a high-quality finance function. Reporting to the Bursar, this key role is responsible for the day-to-day operation of the Bursary and ensuring the School's financial records are maintained accurately, consistently and transparently.

The Finance Manager will oversee core accounting processes, including payroll, fees, purchase ledger, fixed assets and cash books, prepare statutory and management accounts, and maintain robust financial controls. The role also includes leading, developing and motivating the Finance Team to deliver an efficient and effective service.

This is an excellent opportunity for a proactive finance professional to play a significant role in supporting the financial sustainability and continued success of one of the UK's leading independent schools.

Salary and Benefits

- Competitive salary, dependent on experience and qualifications.
- School fees remission for children of the job holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements.
- Reciprocal staff fee concessions for sons attending New Beacon School and Tonbridge School.
- The full-time holiday entitlement is 25 days plus public holidays per annum.
- Membership of the School's Defined Contribution Pension Scheme (details available from the Bursar's Office).
- Refreshments/meals during working hours.
- Cycle to Work Scheme.
- Salary exchange (Pension).
- Use of the School's Fitness Room and Swimming Pool (at allocated times).
- Free on-site parking.





Responsibilities

Financial Management, Reporting and Planning

- Lead the preparation of monthly management accounts, annual statutory accounts, Statements of Financial Activity (SOFA), balance sheets, budgets and five-year financial forecasts, ensuring accuracy, timeliness and compliance with the Charities SORP.
- Extract, analyse and interpret financial information from the School's ledgers to produce meaningful management information for the Bursar, Headmistress and Governors.
- Prepare financial plans, forecasts and cash flow projections to support operational and strategic decision-making across the School.
- Attend and contribute to Governor Finance Committee meetings, presenting financial information in a clear and accessible manner to non-financial stakeholders.

Financial Control, Treasury and Compliance

- Ensure all income and expenditure is accurately processed, controlled and recorded, maintaining robust internal controls and safeguarding the School's assets.
- Manage the School's treasury function, including monitoring bank balances, preparing cash flow forecasts and maximising returns on surplus funds whilst maintaining appropriate liquidity.
- Maintain excellent relationships with the School's banks and act as an authorised signatory on School bank accounts.
- Review and approve payment runs, ensuring payments are appropriately authorised and banking files are accurate prior to submission.
- Ensure monthly balance sheet and control account reconciliations are completed accurately and promptly, investigating and resolving discrepancies where necessary.
- Submit VAT returns and provide advice on taxation matters including VAT, charitable status, subsidiary company covenants, income tax and rating assessments, ensuring compliance with all relevant legislation.
- Maintain and monitor Restricted and Endowed Funds in accordance with charity regulations.

Operational Finance

- Oversee the preparation of fee accounts, accounting entries for income receipts, purchase ledger processing, payroll accounting and the integrity of links between sub-ledgers and the nominal ledger.
- Provide oversight of fee collection and debt recovery processes, supporting the timely collection of outstanding balances.
- Oversee educational trip budgeting across the School, supporting trip leaders with financial planning, monitoring and reporting to ensure trips remain financially sustainable.

Payroll and Pensions

- Oversee the outsourced payroll function, ensuring the accurate and timely processing of salaries, pensions, benefits and statutory payments.
- Manage relationships with payroll and pension providers, ensuring accurate submissions, effective controls, timely reconciliations and compliance with HMRC and pension regulations.
- Ensure the integrity of payroll and pension data within the School's finance systems and records.

Systems, Reporting and Continuous Improvement

- Lead the ongoing development and enhancement of financial systems, reporting tools and management information to improve efficiency, data quality and decision-making.
- Work closely with the Director of Digital Services and other support functions to maximise the effectiveness and reporting capability of the School's finance systems.
- Identify and implement improvements to financial processes, controls and working practices to strengthen the effectiveness and efficiency of the finance function.

Business Partnering and Stakeholder Support

- Act as the key finance business partner for budget holders and departments across the School, providing timely advice and support on budgets, financial performance and decision-making.
- Respond to a wide range of finance-related queries from staff, including budget variances, expense claims, purchasing processes, timesheets, corporate card expenditure and financial procedures.
- Support the development of financial awareness across the School through guidance, training and the promotion of best practice in financial management and budget control.

Leadership and Governance

- Lead, manage and develop the Finance Team, ensuring a high-performing, customer-focused and efficient finance service.
- Liaise with external auditors and coordinate the annual audit process through to Governing Body approval of the annual accounts.
- Undertake ad hoc projects and other comparable duties as reasonably required by the Bursar or Headmistress.

Responsible for

- Purchase Ledger Clerk
- Finance Assistant

Person Specification

Qualifications and Experience

Essential:

- An appropriate financial qualification (ACA, ACCA, ~~CIMA) which~~ assumes strong financial and management accountant skills.
- CIPP qualification or substantial payroll management experience.
- Strong experience of using financial management systems
- Recent relevant accounting experience and the ability to lead, manage and develop the Finance Team.

Desirable:

- Experience of working in a School and/or independent School environment.
- Experience of working with AccountsIQ (iFinance) and Cintra, or other outsourced payroll service (full training will be provided if not previously used)

Knowledge and Skills

Essential:

- Knowledge of charities legislation.
- Working knowledge of the statutory regulations relating to PAYE, Revenue Exemptions, VAT, and Gift Aid.
- Strong numeracy, analytical and literacy skills.
- Detailed knowledge of MS Excel and spreadsheets.
- The ability to interpret and apply relevant legislation.
- The ability to present complex financial information in a way that is accessible to the non-specialist.
- Strong commercial knowledge.

Personal Attributes

Essential:

- The ability to prioritise work and to work to tight deadlines, organised with a methodical approach to work.
- Keen attention to detail.
- Excellent communication and interpersonal skills.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the Schools' Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must immediately report their concerns to the Designated Safeguarding Lead. The role amounts to a regulated activity.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application Process

Closing Date: Monday 2nd November 2026 at 9.00am

You should submit:

- A completed application form
- A covering letter addressed to Ms Louise Chamberlain, Headmistress to HR@whall.school. The letter should explain your reasons for applying and outline your suitability for the role. There is no need to submit a CV.

Candidates must be prepared to go through an interview process and full background checks including the provision of references and DBS checks.

Walthamstow Hall 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 but not exhaustive, checks with past employers, online checks, and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974. Safeguarding checks will be undertaken on all successful candidates.

Headmistress: Ms L Chamberlain, BSc Hons, PGCE
Holly Bush Lane, Sevenoaks, Kent TN13 3UL | 01732 451334 | headmistress@whall.school
www.walthamstow-hall.co.uk

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