



JOB DESCRIPTION

FINANCIAL CONTROLLER

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as a Financial Controller.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 370 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We are seeking to appoint a well-qualified Financial Controller. Reporting to the Director of Finance & Operations (DFO) the person appointed will be responsible for all financial compliance controls, audits and reporting as well as the preparation of financial statements. You will be personable, calm under pressure with excellent attention to detail. We are looking for an individual with proven experience in finance. You will have a track record of developing and implementing financial functions.

I look forward to receiving your application.

Mrs Claire Gilding-Brant, Head

Key responsibilities include:

- Setting long term financial goals and annual budgets.
- All financial transactions and accountancy matters including audit systems.
- The production and presentation of financial information as required by the DFO, Head and Governors.

The role calls for an individual that shares the School's values and has the enthusiasm and passion for delivering a first-class service at this exciting time of growth and development in the School.



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School has around 370 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Financial Controller

JOB PURPOSE: To ensure that the School's business operates within the terms of the Memorandum and Articles of Association and the Governors' strategic direction.

Under the direction of the DFO, to be responsible for the Finance and Accountancy aspect of the bursary, specifically in the areas of reporting, compliance and forecasting.

ACCOUNTABILITY: To the DFO & through him to the Governors

TO START: June 2026 (or as soon thereafter as possible)

TERMS: Permanent, full time

HOURS: Monday to Friday 08:30 – 16:30

SALARY: £57,023 per annum

CLOSING DATE: Friday 1 May 2026 (noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

MAIN RESPONSIBILITIES

1. Advising on general financial policy within the School.
2. Preparing annual estimates of income and expenditure in collaboration with the DFO. To include preparation of departmental budgets within the School, the latter in consultation with the Head.
3. Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body via the Business Committee.
4. Maintaining cash flow projections for the current and future years.
5. Monitoring monthly control accounts.
6. Keeping analyses of costs and other statistical records.
7. Preparing forecasts for the future financial performance of the School; usually over a period of five years.
8. Advising on taxation matters generally, including Gift Aid from subsidiary companies to the parent charity. Where appropriate, ensure compliance with VAT regulations.
9. Advising on the financial implications of the charitable status of the School.
10. Dealing with the School's income tax and rating assessments.
11. Involvement in the marketing and development of the School.
12. Completion of all Financial Conduct Authority filings.
13. Completion of National Statistics surveys and other Government department surveys.

14. Completion of Baines Cutler annual survey.
15. Keeping accounting records of Trading Subsidiary.
16. Filing of annual returns and appointment updates on Companies House and Charity Commission websites.

Any other reasonable tasks as required by the DFO and/or Head.



PERSON SPECIFICATION

The successful candidate will bring the following qualifications, knowledge, skills, experience and personal attributes to the role.

Qualifications

AAT Level 3 (or equivalent) or above (CIMA, ACCA, ACA) part/fully qualified.

Skills/Experience

- At least three years' experience in financial management.
- Excellent time management, administrative and organisational skills.
- Development, management and operation of financial systems.
- Excellent communication skills and interpersonal skills.
- Managing budgets.
- Developing effective administrative systems and procedures.
- Reviewing and implementing management information systems.
- Ability to manage own workload and demonstrate sophisticated organisational skills.
- Excellent numeracy and literacy skills.
- Ability to take a problem-solving approach to work and tasks.
- Ability to undertake analysis of management reports – both numerical and narrative, identify issues and identify actions and solutions.
- Excellent written and verbal reporting skills, including the ability to write clear, concise reports highlighting key issues to management, staff and governors.

- Advanced Excel skills, including the ability to develop and maintain forecasting, budget and cash flow models.
- Understanding of best practice financial procedures and regulations.
- Experience of working in a School or Charity Sector.

Personal Qualities/attributes

- Personal integrity, honesty, energy and enthusiasm.
- Highly motivated, ambitious and positive.
- Calm and professional under pressure.
- An exceptional role model with high standards of confidentiality and integrity.

Other

- A commitment to safeguarding and promoting the welfare of children and young people.
- A strong commitment to the principles of equality, diversity, and inclusion.
- Empathy with the Christian ethos of the School.



STAFF BENEFITS



PLACE OF WORK
Luckley House School,
Wokingham; a historic market
town with vibrant centre and
great transport links



GYM
Free use of the School gym.



**EMPLOYEE ASSISTANCE
PROGRAMME**
Confidential independent
support service for all staff.



PARKING
Free on-site parking.



FEE REMISSION
Fee concession of 25% for all
staff (pro rata if part time).



PENSION SCHEME
Contributory pension scheme
through APTIS with generous
employer's contribution



DEATH IN SERVICE
If an employee dies while in
service, a lump sum of four
times their salary is paid.



**ELECTRIC CHARGING
POINTS**
These are located on-site in
designated parking bays.



STAFF SOCIALS
The School holds a Staff Social
at the end of each term and all
staff are invited to attend.



WELLBEING
The School holds an annual
well-being afternoon.



HEALTH CENTRE
All staff can access the Health
Centre for urgent medical
issues.



FLU VACCINE
All staff are entitled to one
free flu vaccine every year.



**PROFESSIONAL
DEVELOPMENT**
The School has a dedicated
training budget for all staff.



HALF-TERM HERO
Staff can nominate a colleague
for a prize draw at the end of
each half-term



MEALS & SNACKS
Free lunches and
refreshments during term
time.

HOW TO APPLY

For further details please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

An application form is available on the School's website (www.luckleyhouseschool.org).

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