



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Payroll / Finance Officer - August 2025 (part time)

www.lingfieldcollege.co.uk

Welcome

Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.

Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results. Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.

Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.

Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.

We look forward to welcoming you.

Richard Bool, Headmaster



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 6 months–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



What is it like to work here?



Staff Benefits

- Competitive salary package
- Defined contribution pension scheme for staff
- Personalised induction
- Extensive professional support and opportunities
- Fee remission
- Death in Service benefit
- Medicaash health plan to help towards everyday health costs
- Free hot lunches and refreshments, including vegetarian options, bistro dishes and salad bar
- Free car parking
- Staff rewards scheme with discounts on hospitality and retail
- Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services
- Free access to our extensive sports facilities, including gym
- A range of well-being activities including fitness classes, massage and beauty treatments, complementary or at a reduced cost
- Modern and friendly staff room facilities and a range of social activities for staff
- Staff recognition and reward opportunities
- Refer a Friend Scheme
- Flu vaccinations and health checks for staff
- Cycle to work scheme

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I joined Lingfield College in October 2020 and from the outset found it a welcoming, supportive and dynamic place to work. My colleagues and I work hard in a busy learning environment but always with time for the individual, be that staff or student. There is plenty of room to make your mark due to the culture of continual improvement. The lunches are fabulous too!"

— ” —

Staff member, 2023

Job Description

The Role :	Payroll / Finance Officer (part time)
Reporting to :	Director of Finance and Resources
Hours of work :	Three days per week, all year round, with a possibility to increase to full time
Start date :	August 2025

The Post

To assist in the smooth running of the Finance Office. This dual-role position is critical in ensuring accurate payroll processing and supporting financial reporting and compliance. The role will be responsible for overseeing all aspects of payroll while also contributing to financial accounting, reporting, and audit preparation in accordance with UK regulations.



General Responsibilities

Main Tasks

Payroll Management

- Manage end-to-end payroll processing for 300-plus employees, ensuring accuracy and compliance with HMRC regulations and company policies including Auto-enrolment legislation.
- Submit monthly pension returns for the different schemes.
- Annual Death in service submission.
- Maintain payroll systems and ensure data integrity, including starters, leavers, benefits, pensions, and statutory deductions (PAYE, NI, SSP, SMP, etc.).
- Liaise with HR and other departments to ensure timely updates of employee records.
- Reconcile payroll accounts and produce monthly reports for senior management.
- Submit Real Time Information (RTI) reports to HMRC and ensure timely year-end submissions including P60s and P11Ds.
- Stay up to date with changes in payroll legislation and advise on best practices and compliance.
- Ensure all annual increments and other salary changes are authorised and implemented correctly.
- To ensure payroll sign-off from the Director of Finance & Resources.
- Prepare the payroll budget for the whole school.
- Maintain confidentiality at all times.

Financial Accounting

- Assist with preparing termly, and year-end financial statements.
- Manage journal entries, account reconciliations, and intercompany transactions.
- Support the preparation of VAT returns and ensure timely filing and payment.
- Support external audits, ensuring timely provision of required documentation.
- Assist with cash flow management and banking.

Person Specification

Knowledge, Skills & Experience

The ideal candidate will:

- Be ACA, ACCA, CIMA qualified or equivalent or qualified by experience with strong track record.
- Have excellent knowledge of UK payroll legislation and HMRC reporting requirements.
- Have working knowledge of IFRS or FRS 102 standards (desirable).
- Be familiar with auto-enrolment pension schemes and benefits administration.
- Possess strong Excel skills and analytical mindset.
- Have a high level of accuracy and attention to detail.
- Have excellent communication and interpersonal skills.
- Have experience with payroll software.
- Have proven experience in payroll administration and financial accounting in the UK.
- Have experience of working in education (desirable).

Personal Qualities

- Have a positive attitude to changing priorities.
- Be able to meet strict deadlines.
- Be able to work collaboratively within a team.
- Be able to work on own initiative.
- Have good attention to detail.
- Be confident, self-motivated and reliable.
- Be patient and have a friendly approach.
- Be able to remain calm in stressful situations.
- Have a flexible approach to work.

Terms and Conditions

Salary: Competitive salary discussed at interview

Hours of Work: This post is offered on a part-time basis working 3 days a week, with potential of increasing to full time hours, on an all year contract.

Holiday: pro rata to 30 days per year plus bank holidays

Pension: Nest Pension Scheme

To apply, please complete an online application form that can be found on the School website.

The Process



[Click here to make your application online.](#)

Any queries to: HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey. RH7 6PN
hr@lingfieldcollege.co.uk

Closing date:

Applications should arrive no later than 9.00am on Wednesday 23rd July 2025.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.