



# **SUTTON VALENCE** SCHOOL

## Candidate Information

Finance Manager

February 2026



## Sutton Valence School

### Broadening Horizons since 1576



## A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11–18), with around 20% boarding either part or full time.

The **Prep School** – just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found here: <http://westminstergreycoat.org>.

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found here: <http://www.hiksvs.com>.

The School has excellent facilities both indoors and outdoors; a full-size AstroTurf, tennis and netball courts, extensive sports fields, a superb indoor swimming pool, a sports hall, permanent cricket nets and an athletics track.

## Vision, Mission and Ethos

### Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

**Our Mission** is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

### Ethos

A community where each cares for all and individuality is cherished.



## The Post

We are seeking a highly skilled and motivated Finance Manager to lead the day-to-day financial operations of our School and its associated entities. Reporting directly to the Bursar, the Finance Manager will manage a small team and oversee the daily operations of the school and subsidiaries including ensuring robust financial controls, accurate reporting, and contributing to the strategic financial planning. This role is pivotal in supporting the School's long-term sustainability and compliance, and will suit a qualified accountant with strong leadership, analytical, and communication skills - ideally with experience in the education or charity sector.

## Key Responsibilities

- Oversee daily financial operations and all aspects of the accounting function, ensuring strong processes and internal controls;
- Maintain accurate accounting records including control accounts, bank reconciliations, and nominal ledger review. Review all key reconciliations on a monthly basis;
- Ensure the School's accounting records are maintained in compliance with all relevant Companies and Charities legislation including GAAP, Charities SORP and Charities Commission guidance, in addition ensuring processes and accounting treatments are aligned to the Foundation's;
- Prepare the yearend pack for the School as part of the audit and statutory accounts process led by the Foundation Office. Lead and prepare for the annual external audit, ensuring deadlines are met;
- Prepare annual accounts for the subsidiaries;
- Produce monthly management accounts, budgets, reforecasts, and cashflow statements, providing clear information and recommendations;
- Provide support with completion of payroll, salary and pension queries, and oversee monthly payroll journals;
- Monitor budget performance and KPIs, investigate variances and provide explanations and recommendations for adjustments as needed;
- Assist with cash flow management by producing regular cash flow forecasts, ensuring liquidity for operational and capital needs;
- Oversee collection and repayment of pupil deposits;
- Co-develop and maintain a 5-year financial scenario plan in IMP, the Forecast and Budgeting tool, with the Bursar;
- Assist in the development of long-term financial plans and forecasts, including pupil numbers, staffing, tuition and expense projections;
- Prepare financial reports for the Governors' Finance Committee;
- Advise on and monitor key performance indicators (KPIs);
- Oversee the termly fee billing cycle and ensure accuracy with support from the Finance Team;
- Oversee the Fees in Advance scheme and accounting for the scheme including year end disclosures;
- Oversee registration income (working with admissions team and Fees Officer as appropriate);
- Oversee the VAT process for the School; reviewing VAT reporting and reconciliations for accuracy, review VAT quarterly return, and Capital Goods Scheme for the School. Liaise with the Foundation Office who are responsible for the group VAT submission, play a proactive role in the VAT working group with Foundation and other School's to ensure VAT is treated consistently and accurately across the group;
- Oversee appropriate use of school credit cards as part of budget monitoring, and ensuring policy is adhered to;
- Manage the credit control process;
- Coordinate the annual budget process with academic and support staff, partnering with the to ensure budget alignment with the School's priorities and goals;
- Liaise with key stakeholders including parents, auditors, HMRC, the Foundation and insurance providers;
- Be an advocate for budget control across the school; respond to in-year budget queries from staff and prepare accurate financial reports to enable effective decision making;
- Maintain the Fixed Asset and Work-in-Progress ledgers Including monthly review of fixed asset additions and depreciation journals for accuracy. Reviewing estimated useful asset lives and making recommendations to Bursar where appropriate;
- Manage the accounting for the School's pension schemes;
- As part of a small and collaborative team, the Finance Manager will on occasion be required to undertake tasks outside their core finance remit, including junior-level duties or general administrative support, to ensure the smooth running of the School.

## Qualifications and Experience

- Qualified accountant (ACA, ACCA, CIMA or equivalent) with at least 5 years' experience;
- Experience in an educational, charitable, or similar regulated environment is preferred;
- Proven track record in producing management accounts and financial analysis for senior leaders;
- Experience managing a finance team and engaging with diverse stakeholders;
- Demonstrated ability to identify and implement system/process improvements.

## Skills and Knowledge

- Strong leadership and team-building capabilities;
- The ability to contribute to long-term planning;
- High financial literacy with strong analytical and reporting skills;
- Proficient in finance systems (experience with iFinance is an advantage);
- Excellent time management and delegation skills;
- Discreet and resilient, with a commitment to confidentiality;
- Knowledge of financial regulations and compliance requirements;
- Ability to lead change initiatives and adapt to evolving financial landscapes;
- Strong interpersonal skills to build trust with internal and external stakeholders;
- Proficiency in using financial data to support strategic decisions and performance improvement.

## Personal Attributes

- High professional standards and personal integrity;
- Collaborative team player with a collegiate approach;
- Calm, fair, and sound judgement;
- Motivational and engaging leadership style;
- Comfortable operating at both strategic and operational levels;
- Committed to regulatory compliance and continuous improvement;
- A hands-on, adaptable approach is essential, with a willingness to step in where needed and contribute to a positive, solutions-focused working environment.



## Join Our Team at Sutton Valence School

We are seeking a dedicated and enthusiastic individual to join our team from February 2026. A handover period is anticipated to begin mid-January 2026.

- Salary: Approximately £49,500 per annum
- Working Hours: 8.00am – 5.00pm, Monday to Friday, all year round (52 weeks)
- Holiday Entitlement: Five weeks annual leave plus public holidays, to be taken outside of term time

### How to Apply

To be considered, applicants must complete the official [application form](#) in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific achievements or relevant qualifications.

Submit your completed application and monitoring form, along with your covering letter, to [hadmin@svs.org.uk](mailto:hadmin@svs.org.uk).

Alternatively, post your application to:

Assistant Bursar  
Sutton Valence School  
North Street  
Sutton Valence  
Kent ME17 3HL

**Application deadline:** Tuesday 25th November 2025

*Please note: We reserve the right to appoint before the closing date.*

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you're excited about this role but your experience doesn't align perfectly with every detail, we still encourage you to apply — you might be exactly who we're looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's [Child Protection Policy](#) prior to interview.

Sutton Valence School is an equal opportunities employer.



# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardio-vascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



**SUTTON VALENCE SCHOOL**  
SINCE 1576

Senior School  
North Street  
Sutton Valence  
Kent ME17 3HL

[www.svs.org.uk](http://www.svs.org.uk)  
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Sutton Valence School is a member of The United Westminster and Grey Coat Foundation.  
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