

A large, white, classical-style building with a central entrance featuring a pediment with the 'RH' logo. The building has multiple chimneys and a balcony with a decorative railing. The sky is blue with light clouds.

RH Radnor House
— SEVENOAKS —

APPLICANT PACK

*Finance System Implementation
Specialist*

Celebrating Every Individual



WELCOME TO RADNOR

Thank you for your interest in working at Radnor House Sevenoaks. We are delighted that you are considering joining our vibrant and dynamic school community.

Radnor House Sevenoaks is a co-educational independent day school, set in the picturesque surroundings of Kent. We pride ourselves on providing a supportive, inclusive, and inspiring educational environment for students aged 2 to 18. Our ethos is built on the core values of Excellence, Respect, Perseverance and Courage which we instil in our students from the earliest years through to their final days with us.

Our school is renowned for its commitment to academic excellence, pastoral care, and a broad co-curricular program. We believe that education extends far beyond the classroom, and we encourage our students to engage in a diverse range of activities that develop their talents and interests. Whether it is through sports, music, drama, or community service, we strive to nurture well-rounded individuals who are prepared to make a positive impact in the world.

As a member of our staff, you will be joining a team of dedicated and passionate professionals who share a common goal of delivering the highest quality education. We offer a supportive and collaborative working environment where every staff member is valued and encouraged to contribute to the ongoing success and development of the school. Professional development is a key focus at Radnor House Sevenoaks, and we are committed to providing opportunities for growth and advancement for all our staff.

We look forward to the possibility of welcoming you to our school and working together to continue to provide an outstanding education for our students. Should you have any questions or require further information, please do not hesitate to contact us.

David Paton
Head

“An *intimate setting* that focuses on *individual care and attention.*”

MUDDY STILETTOS





ABOUT THE SCHOOL

Radnor House Sevenoaks was established in 2016, building on the rich heritage of Combe Bank School, which it acquired. Situated in Sundridge, near Sevenoaks, the school is set in 27 acres of beautiful countryside, providing a tranquil and inspiring environment for learning. Radnor House Sevenoaks is an independent, co-educational day school for pupils aged 2 to 18, with a strong emphasis on celebrating every individual and nurturing personal growth.

The school's ethos is built on four core values: **Excellence, Perseverance, Courage and Respect**, which permeate every aspect of its educational approach. Our strapline, "Celebrating every individual", underlines our commitment to recognising and fostering the unique talents and potential of every student.

The school grounds combines the charm of historic architecture with modern facilities to create a well-resourced learning environment. Alongside traditional classrooms, there are specialist facilities for science, art, music, drama and sports. The extensive grounds include playing fields, outdoor learning spaces, and areas dedicated to outdoor adventurous education, offering pupils a diverse range of opportunities to grow both academically and personally.

Pupils at Radnor House Sevenoaks benefit from a broad and balanced curriculum, designed to develop intellectual curiosity and equip them with the skills they need for a rapidly evolving world. The Prep School provides a solid foundation, with a focus on key academic subjects alongside creative and physical activities. In the Senior School, students continue to thrive with a diverse curriculum and extensive preparation for their future pathways.

The school offers an impressive co-curricular programme, reflecting its belief in holistic education. Major sports are coached to a high standard, and teams regularly achieve success at local and national levels. Performing arts play a central role in school life, with regular drama productions, music concerts, and dance showcases. Pupils also have the opportunity to participate in initiatives such as the Duke of Edinburgh Award, Young Enterprise, and community service projects. Radnor House Sevenoaks is a proud member of the Round Square network, which promotes global understanding through the IDEALS framework: Internationalism, Democracy, Environmentalism, Adventure, Leadership, and Service.

Pastoral care is a cornerstone of the school's philosophy. Staff take pride in fostering a nurturing and inclusive environment where every pupil feels valued and supported. Relationships between staff and pupils are characterised by mutual respect, and individuality is celebrated alongside academic and co-curricular achievements.

Radnor House Sevenoaks draws its pupils from Sevenoaks, Kent, and the surrounding areas, creating a vibrant and diverse community. Known for its high standards in academics, pastoral care, and co-curricular offerings, the school is dedicated to helping every pupil discover their unique talents and grow into confident, compassionate and capable young adults.

“A traditional setting with a *global eye*,
the school is *bursting with potential*.”

GOOD SCHOOLS GUIDE



JOB DESCRIPTION

Finance System Implementation Specialist

Summary of the Role

We are seeking a highly skilled and motivated Interim Finance System Implementation Specialist to assist in the implementation of our new finance system, iFINANCE. This role is crucial during the implementation phase and will involve various tasks to ensure a smooth transition and successful deployment of the system. The successful candidate will work closely with the external supplier, Finance and IT teams.

Main Responsibilities

- **Data Extraction:** Extract relevant financial data from existing systems to prepare for migration to iFINANCE.
- **Data Cleanup:** Clean and validate existing data to ensure accuracy and consistency before uploading to the new system.
- **Management Accounting Reports:** Develop and write management accounting reports to support financial decision-making and reporting requirements.
- **Budget Uploads:** Assist in uploading and configuring budgets within the iFINANCE system.
- **User Setup:** Set up and configure user accounts, roles, and permissions to ensure secure and efficient access to the new system.

Other Considerations

- Staff members should always work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks.
- To continue the roles outlined in this job description to the highest level.

The above Statement of Responsibilities is agreed to be an accurate job description and should be seen as enabling rather than restrictive and will be subject to regular review.

Hours of work

- **Line Manager:** Financial Controller
- **Contract:** Temporary 3-month position
- **Start Date:** ASAP

PERSON SPECIFICATION

Key Skills

- Proven experience in finance system implementation or similar roles.
- Strong knowledge of data extraction, data cleaning, and data migration processes.
- Experience of Testing and Quality Assurance, testing plans for new system, document and track issues ensuring they are resolved in a timely manner
- Ability to assist in user acceptance testing (UAT) and gather feedback from end-users
- Proficiency in writing management accounting reports.
- Experience with budget uploads and user setup in finance systems.
- Excellent attention to detail and problem-solving skills.
- Ability to work independently and collaboratively with cross-functional teams.
- Strong communication and organisational skills

Preferred Qualifications

- Experience with iFINANCE or similar finance systems.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Knowledge of financial regulations and compliance requirements.

Desirable

- Experience with Sage 50

Benefits

- Flexible working hours

“

This is a *great* place to work - working with *incredible staff* helping to *build futures* together.

”

SUPPORT STAFF



JOIN OUR TEAM AT RADNOR

Radnor House Sevenoaks offers a competitive salary along with enrollment in a generous contributory pension scheme. Employees with children attending the School may also benefit from a percentage remission of fees. Additionally, lunch is provided free of charge during term time, and all staff have access to the School's exceptional sports facilities.

We are dedicated to creating a supportive work environment for our staff. All employees have access to an Employee Assistance Programme, ensuring well-being and support when needed.

How to Apply

For more information and to apply for this role, please visit our website: www.radnor-sevenoaks.org/careers.

If you have any questions about the position, please contact our HR department at hr@radnor-sevenoaks.org.

Key Dates

- **Application Deadline:** Friday 28 March 2025
- **Interviews week commencing:** April 2025 - Date TBC
- Applications will be reviewed as they are received, and interviews may be conducted before the closing date. We reserve the right to close the vacancy early if a suitable candidate is found.

Diversity and Inclusion

Radnor House Sevenoaks welcomes applications from candidates of all backgrounds who meet the requirements for the role. We celebrate diversity and value the unique perspectives it brings to our community.

Safeguarding Commitment

We are committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo child protection screening, including checks with previous employers and an Enhanced Criminal Records Check for Regulated Activity.



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