



KINGSTON
GRAMMAR SCHOOL

FOUNDED 1561



Financial Controller
June 2026

Kingston Grammar School

Kingston Grammar School is a high-performing, co-educational independent day school that prepares students for lives rich in purpose and success. Guided by our motto, Bene Agere Ac Laetari – Work Well and Be Happy, we empower students to excel academically, develop as individuals, and make meaningful contributions to the world around them. The School has 1006 boys and girls from Year 7 to Year 13 and there are 318 students in the Sixth Form.

At KGS, success begins with exceptional academic achievements. Our A Level and GCSE results consistently place us among the top 40 UK independent schools, opening doors to leading universities across the UK, Europe and North America. Many students attend Russell Group universities, including Oxford, Cambridge, St Andrews and Imperial, pursuing courses in Medicine, Engineering and PPE. Others embark on exciting journeys such as studying fashion in Milan, economics in Stockholm, art at the Royal Drawing School in London and technical theatre at RADA. Whether it's securing scholarships at prestigious institutions including Harvard or excelling in creative fields, KGS students leave equipped to thrive, to Work Well and to Be Happy.

However, at KGS, success extends far beyond academics. Through a rich co-curricular programme, students explore passions in sport, music, drama and art, achieving at the highest levels. We boast a remarkable sporting legacy, with students earning scholarships to institutions such as UCLA, Stanford and Yale and producing some of the UK's top international athletes and Olympians.

What truly sets KGS apart is our emphasis on pastoral care and community spirit. The wellbeing of each student is at the heart of all we do. Our culture of care ensures that students feel supported during challenging moments, from their first days at school to the inevitable pressures of exam season. Equally, our well-established culture of service instils in students a sense of responsibility, with all year groups engaging in meaningful community service and charitable programmes.

Kingston Grammar School is a place where students are inspired to work hard, care for others and enjoy life. It is where futures are forged, and values are lived. We continue to deliver an exceptional education that combines academic achievement, character development and community engagement, making us a leader in the world of independent schools.



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The Grammar School of Kingston
was founded in 1561
and is now a part of
the Kingston Grammar School

Finance Manager

Job purpose:

The Financial Controller is responsible for the day-to-day management of the financial activities of the school. Reporting to the Director of Finance (DF), the successful candidate will lead a finance team of four and play a key role in supporting the DF and the senior leadership (Executive) team.



Job Responsibilities :

Specific duties include the following, but are not exclusive, as advised under the General Conditions of Employment:

Finance and Accounting

- Managing and directing a finance team of four including:
- Receivables team responsible for termly fee invoice production, managing collection of outstanding fees, direct debit collections, non-fee income, and resolving parent queries in a timely manner.
- Payables team responsible for invoice processing, supplier reconciliations and expenses, ensuring appropriate scrutiny and preparations of payment runs.
- Finance graduate responsible for bank reconciliations, credit cards and assisting the payable and receivables teams and DF as required.
- Payroll team responsible for payroll and benefits.

- Day-to-day running of the finance function and maintenance of the accounting system (Sage 200) including responsibility for all areas of the nominal ledger.
- Preparation of regular management accounts.
- Assisting the DF in preparation of the annual Financial Statements in line with Charity Commission reporting procedures and liaising with auditors during audit.
- Management of the daily cash flow and treasury functions.
- VAT reconciliations and submissions including understanding of partial exemption reporting and CGS calculations.
- Assisting the DF with Fee Assistance & Hardship applications.
- Assisting the DF in strategic development of financial systems and processes including financial system migrations.
- Assisting non-teaching staff with ad-hoc requests relating to finance, including supporting Trip Administrator and Development Office with financial reporting and the submission of gift aid claims.

Budget management

- Assisting the DF in setting annual budgets in consultation budget holders and maintaining these in Sage.
- Providing budget holders with monthly budget reports and supporting budget holders in monitoring and managing their budgets.



General Management, Administration and Other Duties




- Conducting induction and appraisals for the finance team, identifying and implementing training as appropriate.
- Attend Governing Body meetings as required.
- Prepare finance reports for ISI inspection, GB meetings and auditors as requested.
- Ensure the finance information on the staff intranet is current and accessible.
- Attend CPD as identified and directed by the DF.
- Act as finance liaison between the school and various parent student associations.
- Carrying out any other reasonable financial and/or administrative tasks as may be stipulated by the DF.



Person specification

	Essential	Desirable
Qualifications <ul style="list-style-type: none">• A qualified accountant (ACMA, CIMA, ACCA, ACA) with demonstrable post qualification experience.	✓	
Experience <ul style="list-style-type: none">• Successful experience in a similar role involving knowledge of people, operational, financial and budgetary management.• Finance and accounting experience at a similar level.• Solid financial and commercial acumen.• Experience of managing small teams.• Ability to adhere to deadlines and manage a cyclical workload.• The ability to be discrete, professional and adhere to GDPR and KGS Privacy Policy.• Previous experience of working in a school or charity.• Experience adapting to, understanding and pulling data from a variety of new software platforms	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓



	Essential	Desirable
<p>Skills and knowledge</p> <ul style="list-style-type: none"> • High level of knowledge of MS Office applications with particular strengths with MS Excel. • Experience of working with Sage 200. 		
<p>Personal competencies and qualities</p> <ul style="list-style-type: none"> • The ability to work both independently and as a key team member with a strong yet collaborative and sensitive leadership style. • Highly developed interpersonal and both written and verbal communication skills. • A flexible and solution-focused approach, combined with a high level of attention to detail. • The ability to manage a significant and varied workload with set deadlines throughout the year. • Strong analytical and sound judgement skills. 	    	

	Essential	Desirable
<ul style="list-style-type: none"> • Demonstrable track record of driving process and finance system improvements. • Ability to understand the strategic capabilities and wider school and business context. • Confidence and ability to deputize for the DF as necessary. • A willingness to be a visible manager and a pro-active member of the KGS school community. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	



Safeguarding responsibilities

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Officer or to the Head.



Employee benefits:

Financial support:

- Death in Service Cover
- Support Staff Pension Scheme
- Private Healthcare (optional)
- Charity Payroll Giving
- Personal Accident Insurance
- Fee Remission

Family matters:

- Enhanced Maternity & Paternity Pay
- Enhanced Family Friendly Leave Policies
- Childcare Vouchers and Tax-Free Childcare

Travel:

- Bike to Work Scheme
- Season Ticket Loan
- Subsidised Car Parking

Health and wellbeing:

- Free Eye Test and Annual Flu Vaccination
- Dedicated Staff Mental Health and Wellbeing Lead
- Help@Hand Employee Assistance Programme
- Staff Educational Talks and Training
- Staff wellbeing programme

Continued professional development:

- Annual appraisals for Support Staff and 360 appraisals for SLT
- Mandatory and recommended INSET training
- ECT Mentor Programme
- support for further education and qualifications

Term time benefits:

- Complimentary school lunch and subsidised Sixth Form Café
- Qualified nurses and counsellors on site
- Complimentary tickets to the Michael Frayn Theatre
- Access to the Frayn Library and resources

Long service recognition:

- Support staff - 25 days' annual leave rising to 27 and 30 days after 5 and 10 years' service respectively
- Gift Voucher - 10, 20, 30 years

Common room committee:

- Elected Common Room Committee
- Staff socials and outings
- Choral Society
- Access to sports therapy and staff exercise sessions twice a week





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Application process

Application method:

Please complete the KGS application form via this link:

<https://www.kgs.org.uk/about-us/vacancies>

CVs will not be considered and should not be submitted in lieu of an application form.

Closing date:

Monday 22 June 2026

Vacancy enquiries:

recruitment@kgs.org.uk

London Road, Kingston upon Thames, Surrey KT2 6PY

www.kgs.org.uk



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