



HEAD OF FINANCE

Candidate Pack



PARKSIDE
SCHOOL



About Parkside School

Parkside School is an independent co-educational Nursery, Pre-Prep and Prep School for children aged 2–13, set in 45 acres of beautiful Surrey countryside by the River Mole. Once a boys' prep, Parkside has evolved into a thriving co-educational school where every child is encouraged to discover their strengths, embrace new challenges and enjoy an exceptional all-round education.

Balancing strong academic standards with a rich programme of sport, creativity and outdoor learning, Parkside offers a nurturing environment where pupils grow in confidence, character and curiosity, prepared not only for senior school, but for life.

The School's foundations are steeped in history and we are proud of our traditional values, complementing our innovative and forward-thinking curriculum. Parkside provides an academically challenging and rewarding environment to work in with like-minded staff who take a genuine interest in getting to know each other, and every one of their pupils. The staff team provides a world class and rounded education, excelling academically, within Music and the Arts, as well as a longstanding impressive sporting record.

Parkside staff benefit not only from an exceptional working environment but also an attractive salary alongside a contributory pension scheme, use of sports facilities (including kayaking and fishing on the River Mole), complementary meals and refreshment during school terms, onsite parking and training and development opportunities.





Overview:

Job Title: Head of Finance

Location: Parkside School, Cobham

Reports to: Bursar

Position Type: Permanent, Full Year, minimum 30 hrs p/w

Start Date: As soon as possible

Salary: Competitive pay scale and benefits package

We are seeking an experienced and technically strong finance professional with the expertise, judgement and leadership skills to oversee a complex finance function and support the long-term financial sustainability of Parkside School.

The successful candidate will be a qualified accountant with substantial experience in financial management, budgeting, forecasting, cash flow management, statutory accounts, audit and financial compliance. They will be confident providing clear financial advice and constructive challenge to senior leaders and Governors, ensuring the highest standards of financial control and governance.

Alongside strong technical credentials, they will be forward-thinking, commercially aware and motivated by continuous improvement. They will enjoy identifying opportunities to improve processes, drive operational efficiencies and help the School make the most effective use of its resources.

Previous experience within a school, charity or not-for-profit environment would be highly desirable. The ideal candidate will understand, or be keen to embrace, the unique nature of working within a busy school where no two days are the same and priorities can occasionally shift.

We are looking for someone who enjoys being part of a community and working collaboratively with colleagues towards shared goals. They will recognise that effective financial leadership helps enable educational excellence and will take pride in supporting staff, senior leaders and Governors in making well-informed decisions.

The successful candidate will be approachable, adaptable and willing to contribute positively to wider school life. Above all, they will demonstrate professionalism, integrity, sound judgement and a genuine commitment to the values, ethos and ambitions of Parkside School.



Job Description:

Strategic Leadership & Business Partnering

- Support and advise the Bursar, Head and Governors on financial strategy, organisational sustainability and long-term planning.
- Lead the annual budgeting process across the School in collaboration with the Senior Leadership Team and departmental budget holders.
- Develop and maintain robust five-year financial forecasts, cash flow models and scenario planning tools.
- Provide financial modelling and investment appraisals to support strategic initiatives and capital projects.
- Contribute actively to whole-school strategic planning and organisational development initiatives.

Financial Management & Reporting

- Lead the day-to-day operation of the finance function, ensuring accuracy, efficiency and high levels of customer service.
- Produce termly management accounts and detailed variance analysis.
- Prepare regular financial reports for the Bursar, Head and Governors.
- Present financial information to the Finance & Risk Committee and other governance groups as required.
- Monitor expenditure against approved budgets and support budget holders in managing resources effectively.
- Manage the School's cash position, reserves and rolling cash flow forecasts.
- Maintain the fixed asset register and ensure appropriate capitalisation and depreciation policies are applied.
- Identify opportunities for continuous improvement within financial systems and processes.



Fees, Income & Credit Control

- Oversee all aspects of fee billing and collection processes.
- Manage pupil disbursement billing and associated reconciliations.
- Manage payment plans and fee recovery arrangements sensitively and appropriately.
- Monitor debtor balances and provide regular reporting to senior leaders.
- Support the administration and financial assessment of means-tested bursaries.

Payroll & Pensions

- Manage the monthly payroll process, ensuring accuracy, confidentiality and compliance.
- Manage pension administration, enrolment and reporting requirements.
- Ensure compliance with HMRC requirements and payroll legislation.
- Oversee benefits reporting and year-end payroll processes.

Governance, Audit & Compliance

- Lead preparation of the annual statutory accounts and coordinate the external audit process.
- Maintain compliance with Charity SORP and other relevant accounting standards.
- Oversee VAT administration, regulatory returns and tax compliance requirements.
- Support submissions to the Charity Commission, Companies House and other regulatory bodies as required.
- Maintain strong internal controls and financial governance procedures.
- Ensure appropriate banking controls, authorisation processes and treasury arrangements are maintained.
- Review and develop financial policies and procedures to ensure continued compliance and best practice.





Risk Management

- Identify emerging risks and opportunities and provide recommendations to the Bursar and Governors.
- Contribute to the development of a robust and forward-looking risk management culture.

Procurement & Commercial Management

Working alongside the Bursar and operational colleagues:

- Support the development and implementation of procurement policies and procedures.
- Lead or support competitive tender exercises and contract reviews.
- Maintain a central contract register and monitor renewal dates and contractual obligations.
- Support budget holders in making informed purchasing decisions.
- Contribute financial expertise to major purchasing and investment decisions.
- Be responsible for the financial management, oversight, and governance of the School's trading company and associated commercial arrangements.

Systems Development & Digital Transformation

- Lead the continued development of finance systems and reporting capabilities.
- Improve the quality, accessibility and timeliness of financial information.
- Drive efficiencies through automation and improved use of technology.





Leadership & Team Development

- Lead and develop the finance function to ensure the effective and efficient delivery of financial services.
- Foster a culture of professionalism, accountability and continuous improvement.
- Build strong relationships across all departments and functions.
- Provide an efficient, approachable and customer-focused service.
- Promote collaboration, knowledge sharing and professional development.

Contribution to School Life

At Parkside, all staff contribute to the wider life of the School and the Head of Finance will be expected to:

- Build positive relationships with staff, parents, pupils, Governors and external partners.
- Take an active interest in the School community and support the School's ethos and values.
- Demonstrate flexibility and responsiveness to the changing needs of a busy school environment.
- Support School events and activities where appropriate.
- Contribute positively to a culture of collaboration, respect and continuous improvement.
- Act as a visible and approachable member of the wider support staff team.
- Uphold the highest standards of professionalism, integrity, safeguarding and confidentiality at all times.

Please note this job description is designed to outline the main duties and responsibilities associated with this post, but is not intended to be all embracing. The post holder shall be expected to carry out any other reasonable request, from time to time, by the Head or Bursar for the betterment of the School.





What Are We Looking For?

Qualifications & Experience	- Fully qualified accountant (ACA, ACCA, CIMA or equivalent). - Significant experience in a senior finance role. - Experience of preparing management accounts, budgets and financial forecasts. - Experience of statutory accounts preparation and audit management. - Experience of managing cash flow and financial controls. - Experience of school fee billing systems. - Experience of payroll administration and compliance. - Experience of leading, managing and developing staff. - Experience of presenting financial information to senior stakeholders. Desirable: - Experience of working in an independent school, academy, maintained school, charity or not-for-profit organisation - Experience of VAT within an educational or charitable environment. - Experience of financial systems implementation or transformation projects. - Experience of procurement, tendering and contract management.
Skills & Abilities	- Excellent technical accounting knowledge. - Strong understanding of financial governance and internal controls. - Advanced Microsoft Excel skills. - Excellent analytical and problem-solving abilities. - Ability to interpret complex financial information and communicate it clearly. - Strong organisational skills with the ability to balance competing priorities. - Excellent written and verbal communication skills. - Ability to build effective working relationships across an organisation. Desirable - Knowledge of Charity SORP and charity accounting (desirable) - Knowledge of independent school operations and governance (desirable)
Personal Attributes	- High levels of integrity and professional judgement. - Adaptable, resilient and solution-focused. - A collaborative and supportive approach. - Strong attention to detail and commitment to accuracy. - Commercially aware with strong strategic thinking capability. - Commitment to high professional and ethical standards. - Ability to remain calm and effective in a fast-moving environment. - Willingness to contribute positively to the wider life of the School.



What can we offer you?

The benefits of working at Parkside School go beyond a competitive salary. School visits prior to application are warmly welcomed so you can experience for yourself our friendly staff team, engaged pupils, and outstanding facilities.



School Fee Remission

Opportunity for School Fee remission for children of staff



Meals

Catered lunches and refreshments during term time



Parking

On site parking and close to National Rail station



Working Hours

Flexibility to support working families/carers.



Health & Wellness Benefits

All staff receive complimentary health benefits, with a range of everyday healthcare costs covered and access to wellbeing support services.

8%

Pension

Employer Pension Contribution for Qualified Teachers with QTS status (8% for those without)

Full details and terms and conditions of employment will be issued when an offer of employment is made. Any offer of post will be subject to completion of our pre-employment screening, including but not limited to, receipt of satisfactory references and relevant DBS checks.



How to Apply:

If you feel you have the necessary skills, qualities and experience, alongside a genuine drive to make a difference, then we'd love to hear from you.

To be considered for the post applicants should complete the Parkside Digital Application Form via the link below by **30th September 2026**.



[Head of Finance Application form](#)

Please note that we reserve the right to appoint before the closing date for the right candidate.

If you have a disability and need any assistance with the application process please contact Human Resources who will be happy to help with this.

Parkside is committed to safeguarding and promoting the welfare of children and young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Similarly, Parkside is committed to being an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, beliefs, sexual orientation or age.

Applicants must be willing to undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service.





Thank you for your interest

If you would like any more information, please contact hr@parkside-school.co.uk or visit our website at parkside-school.co.uk



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