



St Swithun's
WINCHESTER

Fees & Income Officer

Required August or September 2026
Full time





St Swithun's
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Welcome from the Headmistress

Thank you for your interest in working at St Swithun's.

St Swithun's is proud to be a High-Performance Learning School and a member of the Fellowship of World Class Schools. High-Performance Learning is built on the belief that high achievement is attainable for everyone, that intelligence is not fixed, and that high performers are developed through curiosity, effort, and reflection.

These principles shape how we support both pupils and staff.

As a girls' school we expect and support all our students to enjoy and excel in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.



Jane Gandee, Headmistress

Further, we are a high trust community, and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.

You may have a background within finance or accounts, or you may have worked in a variety of environments previously.

If this short introduction resonates with you, we will very much welcome an application from you.





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Our school

St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth. There is also an adjoining IAPS Prep School for girls aged 3-11 with a co-educational nursery.

The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.



Our Location

The school is set on a campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible on public transport.



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Our ethos

St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything, we ask of her, we as educators must set the bar higher.



St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.



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Our facilities



School buildings are modern and well equipped. As well as academic classrooms and science labs, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, sports halls and a full-size swimming pool.

We have recently started the first phase of a major project to create new indoor sports facilities. Information about our Active Lives project can be found [here](#).

There is an impressive library, higher education and student guidance department and ICT facilities. The grounds are spacious and encompass sports fields, courts and gardens.

The School is registered as a Company Limited by Guarantee and as a charity and has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

A separate charity, [Bramston Foundation](#), looks after our transformational bursary programme.



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Fees & Income Officer

Role overview

St Swithun's is seeking a capable and detail-oriented Fees & Income Officer to join the finance team in a varied and responsible role supporting the School and its associated activities. The role involves regular contact with parents, guardians and colleagues across the School, requiring a professional, approachable manner.

The finance department is a busy and fast-paced environment, particularly during key points in the academic and billing cycle. The successful candidate will need to be well organised, proactive and confident in using their own initiative to resolve queries and manage competing priorities, while maintaining a high level of accuracy.

This role offers the opportunity to take on a broad remit across income processes, including fee billing and collection and financial reporting, as well as supporting the accounts for the School's commercial lettings operation and charitable bursary foundation. Working closely with the Management Accountant and Head of Finance, the post holder will gain valuable exposure to a wide range of finance activities within a well-structured environment.

Alongside operational responsibilities, the role provides experience of financial controls, audit processes and VAT considerations, making it an excellent opportunity for someone looking to develop their career in finance.

Our finance department comprises the Head of Finance, Management Accountant, Payroll Officer and Finance Assistant alongside this role. The department reports to the Bursar and works closely with many other departments across the school.



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Fees & Income Officer

Key responsibilities

Fee billing

- Prepare and issue termly fee bills, ensuring all charges are accurate and complete.
- Maintain pupil records, working closely with Admissions and other departments to ensure data accuracy.
- Administer fee adjustments, including scholarships and bursaries, in line with school policies and processes.

Income collection and account management

- Record and allocate incoming payments, ensuring accuracy and timeliness.
- Monitor outstanding balances and support the management of overdue accounts.
- Communicate with parents and guardians regarding fee accounts in a professional and sensitive manner.

Financial processing and reconciliation

- Post income transactions into the finance system and maintain accurate records.
- Carry out bank and income reconciliations, resolving any discrepancies promptly.
- Maintain supporting schedules for key income balances.

Lettings and associated activities

- Support the invoicing, collection and reconciliation of income from the School's Lettings Company.
- Maintain accurate records for the Lettings Company and assist in monitoring income and managing accounts.



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Fees & Income Officer

Key responsibilities

Bramston Foundation (Charitable activities)

- Assist with recording and reconciling income relating to the Bramston Foundation.
- Maintain accurate and appropriately separated records in line with charitable requirements.
- Support reporting and audit requirements, including Gift Aid processes.

Controls, compliance and audit

- Work within the School's established financial controls framework, ensuring income processes are carried out consistently and accurately.
- Apply appropriate VAT treatment across income streams, with guidance as needed.
- Ensure clear, well-organised documentation to support internal and external audit.
- Assist with audit processes, including preparation of reconciliations, schedules and supporting information.
- Ensure all income has been fully and accurately recorded.

Reporting

- Assist in preparing income reports and analysis for the Head of Finance and SLT.
- Contribute to month-end processes and management accounts.
- Work closely with the Management Accountant to develop understanding of financial reporting and controls.

Systems and continuous improvement

- Use finance and billing systems effectively to maintain accurate data.
- Contribute to the ongoing improvement of processes within the department.
- Ensure appropriate handling of sensitive financial data in line with legislation.



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Person Specification

Essential Criteria

- Experience in a finance, accounts or billing role
- Proven ability to process financial transactions and maintain accurate records
- Experience of reconciliations (e.g. bank, income, or control accounts)
- Understanding of financial controls and audit processes
- Strong attention to detail and consistently high levels of accuracy
- Good working knowledge of Excel and finance systems (we use iFinance)
- Ability to manage a busy workload and prioritise effectively to meet deadlines
- Proactive approach with the ability to use initiative and solve problems independently
- Strong communication skills; dealing professionally and sensitively with a range of stakeholders
- Reliable, well organised and able to work effectively as part of a team

Desirable Criteria

- Experience of sales ledger, fee billing, or income related processes
- Experience of credit control or customer account management
- Experience of working with multiple income streams
- Background in an education, charity, or not-for-profit environment
- Awareness or practical experience of VAT in a finance setting
- Experience supporting month-end processes or management reporting
- Familiarity with ERP or billing systems (e.g. iFinance, iSAMS or similar)
- Part qualified, studying, or keen to pursue a finance qualification (e.g. AAT)

These qualities will be assessed through application, references and during the interview process.



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Terms and conditions and application process

TERMS AND CONDITIONS

This is a permanent full-time position, based at the school. The usual hours of work are 08.30 to 17.00 Monday to Friday, with a half hour unpaid lunch break. We would consider candidates looking for part time work of at least 30 hours per week, or who might prefer a slightly reduced working pattern in the school holidays.

The salary for this role will be dependent on the qualifications and experience of the successful candidate and is expected to be between £32,000 and £36,000 FTE.

The school offers a range of benefits, which currently includes:

- Generous contributory pension scheme with salary sacrifice option
- 30 days of bookable annual leave in addition to public holidays
- Free membership of the school swimming pool and heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning
- Discount on school fees
- Refreshments whilst working and free lunch during term time
- Access to an employee assistance programme

APPLICATION PROCESS

The closing date for applications is 9am on Monday 22 June 2026

Applications must be submitted on the online school application form which can be found [here](#). (CVs will not be accepted as an alternative)

For any queries about the role or the application process, please contact the HR Department by telephone on 01962 835798 or email recruitment@stswithuns.com

Applications will be considered as they are received, and we reserve the right to close applications before the closing date.



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Child protection and safeguarding

“St Swithun’s is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be considered.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes or would like any support to access our recruitment process fully, please do contact us at recruitment@stswithuns.com.



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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references.

References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary – photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.



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