



ROEDEAN

Join the Roedean Team

Finance Director

Girls First: Empowered, Encouraged, Engaged

ON SITE
FARM

FOUNDED
1885

50%
BOARDING

4 OFFERS FOR
OXBRIDGE

BEST EVER
GCSE &
A LEVEL
GRADES IN THE
LAST 2 YEARS

ACADEMIC
MENTORING
PROJECTS

45
ACRES

FLOOD-LIT
ALL-WEATHER
PITCH
ON SITE

125
CO-CURRICULAR
ACTIVITIES

355
-SEAT
THEATRE

GIRLS
FROM
OVER 35
COUNTRIES

£11m

BOARDING
REFURBISHMENT

125
YEARS ON
CURRENT SITE

ISI
(NOVEMBER 2021)
EXCELLENT
IN ALL AREAS

ON THE
CLIFFS
OVERLOOKING
THE ENGLISH
CHANNEL

525
STUDENTS
ON ROLL

Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea’s blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 140th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-

entry Art degrees, and a team of 6 students successfully swam across the Channel to France in June 2022, after which a student in Year 12 made the crossing solo in July 2025.

The School numbers around 525 students, and about half of that number are day girls, joined by boarders from over 35 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green
Head

The Role

Reporting to the Head with a dotted line to the Chair of Council and the Chair of the Finance and General Purposes Committee (F&GP), the Finance Director will provide financial advice towards the School achieving its strategic aims, oversee the day-to-day financial management and control of the School and provide financial support to its trading company (RSEL). The post holder will line manage the Finance Team and be responsible for all financial reporting and planning including preparation of the Statutory Report and accounts, external audit and compliance.

Main Duties

- Manage the financial activities of the School and provide financial support for RSEL.

Financial reporting & planning

- Multiyear Financial Modelling and Cash Flow forecasts, including sensitivity analysis to changes in key assumptions, as necessary to provide for the efficient and effective strategic financial management of the School.
- Working with the Finance team, develop annual budgets for the School in consultation with all budget holders and ensure that those budgets are effectively monitored and managed throughout the financial year.
- Ensure that the Head, the Chair of F&GP Committee and Council are provided with accurate and timely financial management information as necessary to provide for the efficient and effective financial management of the School.
- Prepare monthly management accounts. Monitor the financial performance of the School, through establishing robust KPIs that explain the performance of the School across and within different reporting periods, and also compared to competitors, and managing and advising on financial performance through these KPIs.

Finance Operations

- Ensure all finance Business Systems are regularly reviewed and fit for purpose ensuring that hardware, software and staff IT skills match the functions demanded of the Finance Department.
- Development, implementation and documentation of a robust framework of financial policies, controls and procedures.
- Ensure that the School and RSEL accounting records, Termly billing of fees, cash book & bank reconciliations, general ledger, purchase ledger and fixed asset register are up to date and accurate.
- Manage and tender for utility contracts.
- Responsibility for the Fees in Advance Scheme and the preparation and discussion of forecasts with fee payers.
- Ensure that the School obtains value for money on its expenditure and that all trading functions are financially efficient, undertaking such investigations, reporting and development of financial procedures as are necessary for this purpose.
- With the Payroll Manager, ensure that payroll (including wages / PAYE, pension and NI contributions) is processed and paid correctly. Ensure that all associated records and statutory returns operate accurately, securely and in accordance with their set timetables.
- Ensure that the Finance Department offers a high quality and accessible service to both internal and external customers.
- Provide a responsive parent-facing service as may be required to support all financial enquiries. This includes the management of an effective collections service including debt management as may be required.

Treasury

- Together with the Finance Manager ensure that all income due to the School is collected, taking appropriate action with outstanding debts as necessary in accordance with the Debtors Policy. Prepare and present a fortnightly debtors report to the Head.
- Under the terms of the Investment Policy ensure the investment of surplus funds (including fees in advance and deposit accounts) to generate a risk-appropriate return for the School including the Investment Portfolios held by Investment Managers and banks.
- In consultation with the School's investment manager, ensure regular updates and performance reporting of investments to F&GP Committee and Council.
- To ensure the investment portfolio performs in line with investment policy objectives and targets, working alongside the F&GP Committee and the School's Investment Managers.
- Manage banking arrangements and submissions to the bank as required.

HR matters

- Ensure the effective line management, training and annual appraisal of the wider Finance Team including overseeing their work and undertaking performance appraisals.
- Take responsibility for own professional development.

Reporting

- Liaising with the Chairs of the F&GP and Estates Committees, prepare and present papers for, and attendance at, F&GP, Estates and Council, and any other meetings as required.
- Ensure that the Office of National Statistics Surveys and other benchmarking surveys are undertaken.

Statutory & legal

- Ensure that all statutory accounts, other statutory and charity returns, and monthly and termly management accounts are prepared in accordance with the timetables agreed with the Head and F&GP Committee. Support the Clerk to Council as required with communication these statutory filings.
- Responsibility for the annual audit ensuring that statutory accounts and supporting information is prepared in a timely fashion. Lead liaison with the external auditors as required for the audit and for any other external accountancy advice.
- Ensure that the School is prepared for and operates within any applicable legislation including Companies Act, Charity Commission regulations and GAAP / FRS's and to advise the Head and F&GP Committee of any significant developments in financial or charitable regulations affecting the School.
- Ensure that all VAT and other tax records and returns are accurately and correctly maintained and that the School can maximise its recovery of input tax, allowances and exemptions. Provide advice on the VAT arrangements.

Other

- Any other duties to assist in the smooth running of the Finance Department.
- Support the Head and F&GP Committee Chair with specific finance-related projects.

Person Specification

Essential

Qualifications and Knowledge

- Professional Accountancy qualification (ACA, ACCA equivalent).
- Strong technical and commercial knowledge.
- Strong knowledge of VAT and tax matters.

Skills, Aptitudes and Experience

- Outstanding communication and interpersonal skills, both written and oral.
- Experienced user of accounting Business systems and Excel Skills.
- Ability to delegate effectively.
- Ability to use initiative and manage own workload and that of the team.
- Excellent organisational skills with the ability to prioritise and work under pressure to meet deadlines whilst maintaining accuracy.
- A successful track record of leading and developing a finance team in the commercial, educational or charity sectors. (Knowledge of the Charities SORP is highly desirable)

Personal Attributes

- Comfortable working as part of an operational leadership team to support colleagues in other departments with financial management and planning.
- Discretion and confidence in handling confidential information and the ability to act with tact and diplomacy.
- Careful attention to detail to both own work and when reviewing work and outputs from the Finance department.
- Ability to build strong relationships with colleagues, ST, Council, parents and external agencies.
- Ability to present complex financial information in a way that is accessible to the non- specialist.
- Ability to work autonomously and delegate effectively.
- Ability to successfully adapt to the changing demands and conditions of the School.

Desirable

- Previous experience working in an independent school (desirable but not essential).
- Experience of financial modelling software.

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

The Package

Salary: Competitive depending on qualifications and experience

Hours: Full time, full year
The post holder should be flexible in their approach to hours worked as these will be dictated by operational needs and may include weekends as required.
Note: attendance of key school events such as Open Day, Speech Day, Founders Day and Christmas Fair is compulsory.

Holidays: 22 days per annum rising to 27 days after 5 years' service. It is expected that all leave will be taken during school holiday periods.

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 Safeguarding and 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 Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including a prohibition from management check, checks with past employers and the Disclosure and Barring Service (DBS).

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website (www.roedean.co.uk/Vacancies). Please note we do not accept CVs.

If you have any questions about the role, please contact Louisa Butler, Recruitment Manager - vacancies@roedean.co.uk

Closing date for applications is 9am, 20 April 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

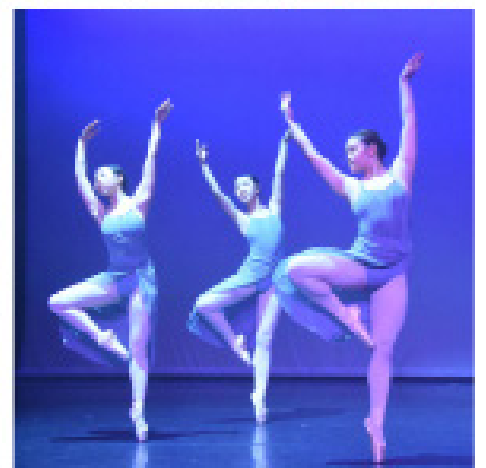
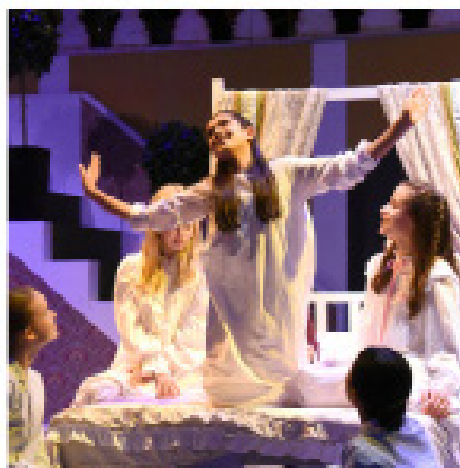
This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and

Roedean has the same wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.



The School Today

Roedean numbers around 525 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 125 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform

beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.



ROEDEAN'S ETHOS

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a

variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have

an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





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Charity No: 307063