



RADLEY

Finance Manager

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Information and Background

Radley College is seeking a qualified and experienced finance professional to support the Director of Finance in the leadership and oversight of all financial aspects of the College's operations. This is a senior and trusted role requiring absolute integrity, accuracy, and discretion, together with a clear understanding of the confidentiality expected when working at this level within an educational environment.

The role calls for a practical and dependable individual who is comfortable dealing with detail, maintaining robust financial controls, and ensuring that work is completed accurately and on time. A willingness to review, refine, and improve systems and processes in order to maintain a high standard of service to the College is essential.

The post-holder will manage a finance team of five, covering purchase ledger, subsidiaries, cash, and fees and bursaries. They will be responsible for ensuring that all financial transactions are processed efficiently and in accordance with agreed procedures, and that workload is managed sensibly throughout the year, with appropriate cover in place during staff holidays and peak periods.

Working closely with the Director of Finance, the role will contribute to the preparation of management accounts, budgets, forecasts, and statutory returns, and will help to ensure compliance with relevant accounting standards, regulatory requirements, and internal policies. The successful candidate will also oversee cash management, fee billing, bursary accounting, and subsidiary activities, and will act as a reliable deputy to the Director of Finance when required.



We're looking for someone with a strong foundation in accounting or finance, who takes pride in their accuracy and attention to detail.

The ideal candidate will bring both technical skills and a positive, can-do attitude to the role.

Skills and Experience

The successful candidate will be educated to degree level or equivalent and will be a fully qualified accountant (ACA, ACCA or CIMA). They will have significant post-qualification experience, ideally gained in a comparable role within a small to medium-sized organisation.

They will have proven experience of managing a small department and be comfortable working both independently and as part of a wider team. Experience of working within a school or similar educational environment is desirable and would be a distinct advantage.

The successful candidate will be highly motivated, energetic, and committed to maintaining high standards, with clear goals for their personal and professional development. They will demonstrate sound judgement, intellectual rigour, and the ability to analyse information thoroughly, weighing evidence carefully and knowing when to seek advice.

They will be resilient and well organised, able to manage their own workload and that of others without disruption, prioritising effectively when faced with competing demands. A practical, solutions-focused approach is essential, with the confidence to identify obstacles to individual or team performance and to propose sensible improvements.

Strong credibility and communication skills are required. The post-holder must be able to explain financial and operational matters clearly and confidently, both verbally and in writing, listen carefully, ask the right questions, and keep senior colleagues properly informed of progress and issues.

The role requires strong IT capability, particularly advanced use of Excel and Word, together with experience of financial systems. Knowledge of the Oasis finance package would be an advantage.



Employee Benefits



Our stunningly beautiful, rural campus is situated 5 miles from Oxford with good bus and train links



Excellent pension scheme (contributory group personal pension scheme).



Holidays - 33 days per annum, increasing over time to a maximum of 38



Free on-site parking



Reduced membership to the on-site Sports Centre (£50)



Free meals during term time



Reduced membership of the nine-hole golf course



Free uniform provided



College sickness scheme



Employee Assistance Programme confidential advice



Regular social events for staff & family



Access to the well stocked school library



CPD and opportunities for learning



Annual onsite free flu vaccination

How to Apply

Applications should be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and therefore encourage early applications and reserve the right to appoint at any time.

Closing date for applications is 12 noon, Tuesday 3 February with interviews scheduled to take place week commencing 16 February.

For an informal chat about the role please email the HR Department (hr@radley.org.uk) to arrange.

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.



Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.