

DULWICH COLLEGE
FOUNDED 1619

Head of Finance

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

Job title

Head of Finance

Reporting to

Finance Director

Responsible For

Finance team: Dulwich College (DC) and Dulwich College Enterprises Ltd (DCE)/Dulwich College Enterprises Overseas Ltd (DCEO) management accountants; Accounts Assistant (Purchase Ledger), Accounts Assistant (General)

Period of employment

Permanent

Hours of work

Full time

Salary

Competitive, based on experience

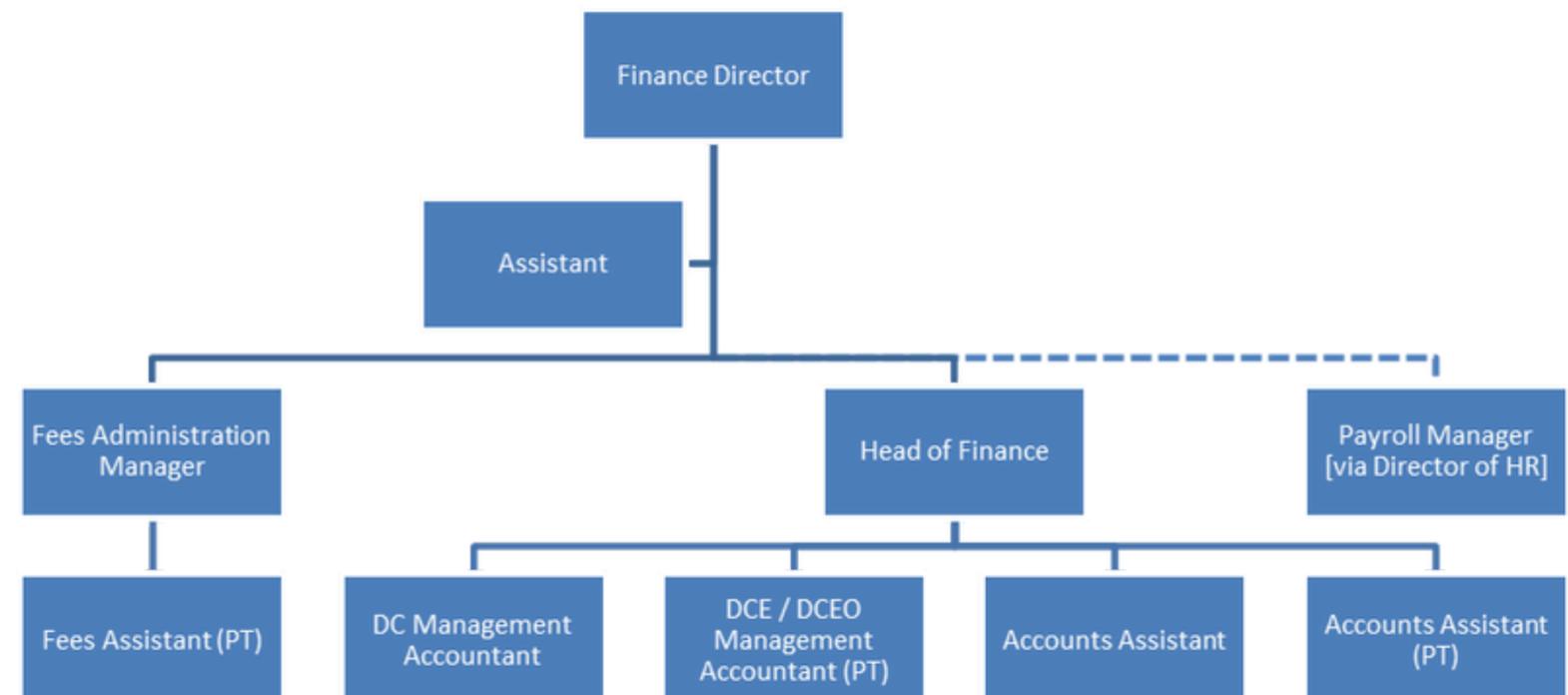
The Role

To continue to support our progress, we are recruiting an experienced Head of Finance. This is a leadership position in a settled and experienced Finance team, reporting to the recently appointed Finance Director and managing a team of 4 finance staff, some of whom work part-time. It is a fantastic opportunity to be an “agent of change”, future-proofing our finance processes and systems, and enhancing our management information so that we can make a real difference to the success of the College.



The Head of Finance will have a broad remit. The role supports the Finance Director, the COO and the Senior Leadership by providing high-quality finance information, analysis, and advice to enable effective strategic and operational decision-making. The role will include responsibility for day-to-day leadership and management of the College's Finance function, ensuring robust financial control, accurate reporting and compliance with all relevant statutory and regulatory requirements applicable to a charitable organisation. In addition, the role will include contributing financial insight and analysis to strategic initiatives undertaken by the College and supporting the development and implementation of finance systems and process improvements in all areas of their responsibility, in an empathetic way, consistent with the culture and ethos of the College. They will also be expected to deputise for the Finance Director when appropriate.

Finance organisation



Key Responsibilities

Financial Management and Reporting

Lead the College's finance function and manage the finance team. This includes leadership and management across DC, DCE and DCEO of the Accounts payable and receivable processes (excluding fees), Bank and Cash and Risk Management/Audit Support finance processes including ensuring timely reconciliation of accounts.

- Maintain and oversee all monies and bank accounts, credit card/s, Foreign Exchange currency cards, investment portfolios ensuring completion and review of reconciliations.
- Monitor and manage the College's bank balances and cash flow to ensure appropriate liquidity. Liaise with the College's bankers.
- Manage the accounts payable process including authorisation and approval of weekly BACS pay runs and ad hoc payments via bank transfer.
- Manage the preparation of accurate and timely management accounts for Senior Leadership and Governors.
- Provide accurate, insightful and timely internal financial analysis and commentary to support strategic financial planning and decision-making.
- Prepare financial information and reports required for the Finance Director, College Leadership Team, Board or Finance Committee meetings as required.
- Contribute to financial governance and risk management processes.
- Assist in demonstrating responsible stewardship of charitable resources.

Budgeting and financial planning / forecasting

- Manage the College's planning and reporting cycle including:
 - Support the preparation of long-term financial forecasts and financial modelling.
 - Coordinate the annual budgeting process across the College for DC, DCE and DCEO and work with Senior Leadership and department heads to develop realistic budgets.
 - Monitor financial performance against budget including variance analysis and identification of financial risks and opportunities.
 - Support budget holders in managing their budgets.





Statutory Accounts and Compliance

- Ensure compliance with relevant charity, financial and taxation regulations. This includes timely preparation, review and submission of:
 - Year-end statutory accounts in accordance with Charities SORP (FRS 102) and applicable accounting standards.
 - Quarterly VAT returns.
 - Annual Charity Commission Returns.
 - Other statutory returns (e.g. ONS) and market benchmarking reports (e.g. Baines Cutler).
- Liaise with external auditors and manage the annual audit process.
- Ensure appropriate financial systems, internal controls and policies are maintained, ensuring the College complies with a wide range of financial and other regulatory requirements, including the Companies Act, Charities SORP, PAYE/NI, international tax and VAT.
- Ensure the integrity of the College's financial records and accounting systems.

Team leadership

- Manage and develop members of the finance team through:
 - Allocating work, setting priorities, and ensuring professional standards are maintained.
 - Supporting professional development within the team to continue to enhance effectiveness and raise standards.
 - Providing regular and timely feedback and leading the annual appraisal process.

Fee income and payroll

- Manage and administer the College's Fees in Advance Payments Scheme.
- Oversee the management of the College's non-fee income across all entities including DC, DCE and DCEO.
- Support financial planning and analysis relating to fee income, pupil numbers, bursaries and scholarships and prepare termly reconciliations.
- Across all entities, prepare the monthly payroll journals and headcount reporting.



- Work closely and collaboratively with the Fees Administration team and Payroll Manager to ensure all aspects of the Finance function perform efficiently and effectively to meet the needs of the College.

Strategic initiatives

- Contribute financial insight and analysis to strategic initiatives.
- Support the financial planning and evaluation of major projects, such as capital projects or significant operational changes.
- Provide financial modelling and scenario analysis to inform strategic decision-making.
- Support implementation of agreed strategic projects, ensuring appropriate financial monitoring and reporting.
- Prepare financial insights and management information that supports the Director of Business Development in driving sustainable growth in non-fee income across all enterprise activities.

Systems and process improvements including data, analytics and digital finance

- Identify opportunities to improve financial processes and reporting efficiency through automation, improved workflows, or system enhancements.
- Support systems upgrades, implementations, or changes affecting the finance function.
- Support the identification, implementation and use of data visualisation and business intelligence tools, such as Microsoft Power BI, to improve access to financial and operational information for Senior Leadership and Governors.
- Support responsible and appropriate exploration of emerging technologies, including AI tools, where these can improve financial analysis, forecasting, or operational efficiency whilst ensuring that use of data and digital tools remains aligned with the College's governance, security, and data protection responsibilities.

Other

- Undertake other duties consistent with the role as reasonably required by the Finance Director or Senior Leadership.



Person Specification

Essential Qualifications and Experience

- A qualified accountant (ACA/CA/ACCA/CIMA/CIPFA), with a number of years' finance experience and clear career progression within a well-run finance function of a complex body or organisation. This should include some staff management experience.
- Business and financial management experience to support the day-to-day operation of a complex organisation like the College, capable of operating to tight deadlines.
- Experience of managing strategic planning, budgets and forecasts and ability to provide appropriate analysis to influence decision making.
- Experience of managing technological and process change within tight financial constraints.
- Excellent IT skills, in standard Microsoft 365 Office applications (Excel, Word and PowerPoint) and core finance ERP systems (preferably Microsoft Dynamics GP and Microsoft Dynamics 365 Business Central).
- Strong and concise communication skills in various forms and good interpersonal skills, including experience of interacting and influencing senior management and guiding and supporting middle managers for whom budgeting is not a primary focus.
- An interest in (but not necessarily working experience of) the educational sector and an appetite for life in a school with thriving intellectual, social, cultural and sporting ambitions.
- A dedication to safeguarding and promoting the welfare of children and young people.

Desirable Qualifications and Experience

- Technical accounting experience within the charitable, not-for-profit sector and investment funds accounting.
- Finance systems development and implementation.
- Treasury management, including foreign exchange and cash/debt optimisation.
- VAT experience.



Personal Qualities

- Excellent analytical and numerical skills.
- Professional, flexible and friendly.
- Able to work to tight deadlines.
- Sets, and is able to deliver to, high standards.
- High attention to detail and accuracy.
- Ability to learn quickly with a high level of computer literacy.
- Self-motivated, mature attitude.
- Able to proactively problem solve and think ahead/plan in advance.
- A positive can-do with a process improvement and solution finding attitude to all aspects of the role.
- Adaptable to change.
- Interested in latest advances and developments across the finance and technology sectors including ways in which data automation or AI can help to improve working practices.
- Ability to work independently and to actively manage both up and down.



Application Procedure

To apply for this role please visit our [vacancies page](#).

Closing date

Friday, **17 April 2026**

Interview dates

1st round interviews will take place online during the week commencing **28 April 2026**

2nd round interviews will take place on site during the week commencing **6 May 2026**

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

College Community and Benefits



Make your money go further

- Pension Contributions – Employer contributions of up to 10% of your salary.
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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