

St Helen's School

Interim Credit Controller

Start Date: As Soon as Possible



A photograph of St Helen's School, a two-story brick building with large windows. The name 'St Helen's School' is visible on the upper right window. In the foreground, a green lawn is separated from the building by a low, manicured hedge. Several students in school uniforms are standing near the hedge. The entire image has a green color overlay.

Thank you for your considering St Helen's
School in the next step of your career. We're
excited to share this role with you.

WELCOME TO ST HELEN'S

St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.





St Helen's School



The Post - Interim Credit Controller

St Helen's is looking to appoint a full-time, fixed-term Credit Controller to help to maintain the School's financial health through managing fee income and ensuring timely collection.

You will partner closely with our existing Finance team to tackle a key specific project - significantly reducing aged debt and assisting in the design and implementation of a robust, future-proof credit control framework.

Core Information

Contract Type:

- This is a full-time, fixed-term position for 1 year.

Working Hours:

- 8:00am - 4:30pm, or 8:30am - 5:00pm, Monday to Friday, 52 weeks per year.

Annual Leave:

- 30 days annual leave.

Salary:

- £28,000 - £32,000 per annum, depending on experience.

Benefits

- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Electrical Vehicle Charging Scheme
- Free lunch and refreshments (term-time)
- Generous occupational sick pay
- High Street Discounts
- EAP with 24/7 GP access
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres.



Key Responsibilities

Main Objectives:

- Monitor and manage the debtor ledger, ensuring timely collection of school fees and other charges.
- Proactively follow up on outstanding balances via phone, email, and written communication.
- Work collaboratively with parents and guardians to resolve billing queries and agree payment plans where appropriate
- Prepare regular aged-debt reports and present to Director of Finance and Head.
- Escalate overdue accounts in line with school policy, including liaison with external legal advisers if necessary.
- Assist with termly billing processes and support the wider Finance Team during peak periods.
- Maintain accurate financial records in the school's finance system.

The Person

Essential:

- Proven experience in credit control or accounts receivable.
- Excellent communication and interpersonal skills.
- Ability to manage sensitive financial conversations with discretion and empathy.
- Strong organisational skills with high attention to detail.
- Confident in using finance software and Microsoft Office (particularly Excel).

Highly Desirable:

- Experience working within the education sector or a customer-facing finance environment.
- Familiarity with school fee billing systems (e.g., iFinance & iSAMS).



Application Process

Closing date: Midnight on Sunday 7 December 2025

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

Shortlisted candidates will be invited to the school where they will be interviewed by the Director of Finance and the Business Operations Director, and other members of SLT where appropriate. They may be asked to complete a task and will take a tour of the school and meet other members of the Department and wider Faculty.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london, we look forward to hearing from you!



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