



Head of Finance

£72k-£80k per annum commensurate with experience, year round

Full-Time, permanent (part time of 4 days per week considered, salary prorated)



St Catherine's School, Bramley is seeking to appoint an experienced and strategic Head of Finance to lead the Finance Team



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, with pupils aged between 3 and 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective girls' school with a strong academic record, but we're equally committed to offering a rounded education that helps every pupil grow in confidence, curiosity and character. Our aim is to prepare girls not only for successful futures, but for full, happy and purposeful lives.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

The Role

This is a key strategic role with the opportunity to drive continuous improvement, modernise systems and processes, and contribute to the School plans.

The Head of Finance will work closely with the COO, Heads and Governors to uphold the School's financial sustainability while developing and implementing efficient systems, processes and controls that enhance productivity and support excellent educational delivery

Key Duties and Responsibilities

Strategic and Financial leadership

- Provide strategic financial advice to the Heads and Governing Body
- Lead the development of the School's long-term financial strategy, including multi-year planning and scenario modelling
- Play a proactive role in developing and implementing financial systems and operational processes that improve efficiency, transparency, and ways of working
- Prepare and present clear, insightful management information to the Governing Body and Finance Committee

Financial Management and Control

- Overall responsibility for budgeting, forecasting, and financial reporting
- Review, develop, and implement financial systems and processes to improve work activity, strengthen controls, and support data-driven decision-making
- Manage cash flow, fee income, investments, reserves, and capital expenditure
- Oversee annual accounts and the external audit process

Payroll Management

- Manage the Payroll and Invoice Clerk and oversee the end-to-end delivery of payroll and pensions, ensuring accuracy, timeliness, and confidentiality
- Develop and improve payroll processes and controls, working closely with HR to ensure alignment with staffing structures and contracts
- Ensure full compliance with HMRC requirements, pension schemes, and employment legislation

Compliance and Governance

- Ensure the School meets all financial, regulatory, and charity compliance requirements
- Support the work of the Finance & Risk Committee and attend Governing Body meetings as required

Operational Oversight

- Lead, manage, and develop the finance function, fostering a culture of continuous improvement
- Line manage a team of 4; Management Accountant, Finance Assistant, Payroll & Invoice Clerk and Fees Administrator
- In conjunction with the COO and Heads, drive value for money and best practice across all areas of expenditure with a focus on pupil and parent experience



VAT, Taxation & Regulatory Compliance

- Lead all VAT processes, ensuring compliance with current legislation and HMRC requirements.
- Oversee VAT accounting, correct application of VAT recovery rates, partial exemption rules and timely submission of VAT returns.
- Ensure accurate VAT treatment across all departments, including trading subsidiaries, commercial lettings, holiday clubs, catering, and other taxable/non-business activities.
- Provide expert advice on VAT implications of new initiatives, capital projects, fundraising, and trading activities.
- Maintain oversight of corporate taxation, Gift Aid and charity tax compliance where applicable.

Stakeholder Engagement

- Build strong relationships with senior leaders, governors, staff, and external advisers
- Act as a key point of contact for auditors, bankers, legal advisers, insurers, and payroll providers
- Ensuring bursary and hardship funds are managed carefully and in line with genuine, evidenced need.
- Ensuring consistency and fairness in the application of the school's debt recovery procedures.
- Acting as a key point of contact for families needing guidance on payment processes or financial documentation.
- Working collaboratively with admissions to ensure new families understand fee expectations and timelines from the outset.

Debtor Management & Family Liaison

- In conjunction with the Fees Administrator, monitor outstanding fee balances and identify emerging risks early.
- Liaise with families in a clear, supportive manner regarding payments, including agreeing realistic repayment plans where needed.
- Collaborate with pastoral and safeguarding teams where financial pressures may impact pupil wellbeing.
- Provide summary insight on debtor trends and risks, with recommended actions.
- Signpost appropriate bursary or hardship support where relevant.
- Ensure all communication remains empathetic, consistent, and aligned with school policy





Person Specification

Essential

- Qualified accountant (ACA, ACCA, CIMA or equivalent)
- Senior financial leadership experience
- Line management experience
- Demonstrable experience of improving or implementing financial and payroll systems and processes
- Strong understanding of governance, compliance, and risk management

Desirable

- Experience in an independent school or multi-entity charity environment.
- Knowledge of Gift Aid, trading subsidiaries and charity taxation.
- Experience with school MIS/finance systems
- Understanding of fee setting, bursaries, and school funding models

Skills and Attributes

- Strategic, curious, and improvement-focused
- Confident communicator with the ability to influence at senior level
- High levels of integrity, professionalism, and attention to detail
- Comfortable working with and operating in the detail

Ethos and Whole School Values

- Committed to operating as part of the school community
- Committed to St Catherine's Values
- Committed to our holistic education and outstanding pastoral care

Safeguarding and Pastoral

- Committed to safeguarding and promoting welfare of children and young people
- Satisfactory Enhanced Disclosure from DBS

Remuneration

£72k–£80k per annum commensurate with experience

Full-Time, permanent (part time of 4 days per week considered, salary prorated), year round.

Benefits

- Generous pension scheme with a choice of contribution rates:
Employee 3%, St Catherine's 8%
Employee 4%, St Catherine's 10%
Employee 5%, St Catherine's 12%
- Health Cash Plan
- Holiday allowance (25 days plus Bank Holidays) which can be booked year-round
- Fee remission for daughters attending the school
- Lunch provided during term time
- On site parking
- Cycle to work scheme





Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Monday June 15th 2026 and should take the form of:

- the completed My New Term Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the My New Term application form.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Chloe Stoneham, Chief Operating Officer
May 2026



St Catherine's School BRAMLEY

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Station Road, Bramley, Guildford, Surrey, GU5 0DF
01483 893363 | jobapplications@stcatherines.info
www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858