

NOTRE
DAME
SCHOOL



FINANCE OFFICER

Candidate Information Pack

Permanent
Part-time – 30 Hours a week
Either

All Year Round
or

Term Time Plus 3 Weeks
Required ASAP or January 2026 Start



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.



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“Accompanying young people in their efforts to build their lives for today and tomorrow.”

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Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac – Foundress

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*Pupils display genuine
kindness and respect
for one another.*”

Independent School Inspections – ISI





The Role

Position Title

Finance Officer



The function of the post

Our Finance Team plays a vital role in ensuring we maintain the highest level of audit and uphold our customer service, supporting our staff, parents, and suppliers.

As a commercial hub for the school, they provide front-line finance support working with both income and expenditure functions. They are responsible for fee management with our parents, maintaining the purchasing ledger for our suppliers, supporting our teams with operational spending, and ensuring our high level of safeguarding.

This is a fast-paced, diverse role that requires managing multiple tasks simultaneously and thinking on your feet. It is one of our busiest areas of the school and is the heart of our commercial function.

Main Duties & Responsibilities

Income

Billing Ledger

- Managing the administration and maintenance of the Billing and Sales Ledger, including posting fees and extra charges, preparing and producing fee invoices for parents, and recording appropriate changes to billing.
- Ensure accurate processing of receipts from parents by cheque, bank transfer, and nursery income and posting to the appropriate billing account. Ensure items in the ledger are matched and outstanding balances are dealt with accordingly.
- Work closely with school admissions and front office team regarding school pupil roll and records for all joiners and leavers.
- Input and maintain all billing accounts on the Finance software to ensure all information is up to date for the production of fee invoices.
- Collection and processing of all registration fees and pupil deposits for prospective pupils.
- Calculate and prepare leavers' bills and return deposits for all leavers.
- Follow up with parents on unpaid direct debits and deal with them accordingly.
- Maintain direct debits, new, cancelled and amendments.
- Work within the Terms & Conditions of the school, as laid down by the Governors.

- Responsible for monitoring and the collection of outstanding fees, arranging Fee Payment Agreements with parents and taking advice from the Head of Finance where necessary and escalating and taking appropriate action when needed with guidance from the School's solicitors.
- Responsible for producing the Aged Debtor report for the Finance Meeting, which provides an update on all outstanding fees to the Executive Team.
- Work with academic and admin colleagues to ensure parental queries are resolved on a timely basis.
- Assist the Nursery Manager and EY with grant queries.
- Manage the process and allocation of direct debit collections for school fee payments on a monthly and termly basis in the school accounting system.

Bursaries

- Support the annual Bursary process and assist families in applying for or renewing a bursary award.

Sales Ledger

- Raise Sales Ledger invoices for wider school activities (facility hire, hospitality events, etc.)
- Credit control - monitor timely payment of Sales debtors and issue late payment reminders and follow-up communications via email and telephone.

Main Duties & Responsibilities

Expenditure

Purchase Ledger

- Accurate processing of all purchasing transactions for the School from the initial order to payment
- Follow the School's financial procedures to keep accurate records of the School's finances.
- Support the Head of Finance to ensure the School's financial procedures are robust and followed at all times.
- To provide support to staff and budget holders on the School's financial procedures.
- Process purchase orders accurately and efficiently, matching delivery notes and invoices.
- Responsible for maintaining the supplier database, including adding new suppliers and maintaining existing supplier details, ensuring they are up to date and verifying all changes of addresses and bank details.
- Entering all invoices received by the School into the financial system accurately and efficiently and posting them to the correct nominal codes.
- Liaise with Budget Holders for invoice authorisation and settlement.
- Ensure that financial procedures about authorisation and payment of invoices are adhered to.
- Liaise with suppliers to reconcile supplier statements, investigate, and resolve queries quickly and accurately.
- Prepare the School's payment runs by BACS and the occasional cheque for authorisation by the Head of Finance and Executive Team.
- Ensure all invoices are scanned and electronically filed correctly.
- Maintain accurate records for all school trips, including allocating all payments made to the correct activity code.
- Process Procurement Card transactions and reconcile the monthly statements, ensuring each transaction is supported by a purchase order authorised in accordance with the School's purchasing regulations, and process a journal to the correct budget cost codes
- Support other members of the Finance Team as required (e.g. holiday and sickness cover)
- Filing and maintenance of all folders and files relevant to the Purchase Ledger.
- In conjunction with the other members of the Finance Team, assist in maintaining the financial system.
- Deal with day-to-day enquiries, referring to the Head of Finance where necessary
- Open and distribute all posts for the Finance office
- Providing financial information when required to staff, governors and auditors.

The Person

Based onsite four or five days a week, with occasional event commitments, the successful candidate will support the team in delivering an impactful customer, parent, and supplier experience that enhances the school's brand, reputation, and vision.

Working across multiple platforms and tasks, you will ensure that our front-line finance provision is consistent, high-quality, and accurate, while maintaining an exceptional customer experience.

A desirable candidate will have:

- Previous successful experience in a similar financial role, preferably in an educational role
- Excellent organisational and time management skills, with the ability to work independently and as a team, being supportive to colleagues and delegating, as necessary.
- Ability to maintain confidentiality and to always act with discretion
- Strong attention to detail and audit.
- Strong oral and written communication skills
- Strong Excel skills and a readiness to use new technologies
- Strong background in administration
- The ability to liaise professionally with a range of internal and external stakeholders
- The ability to work accurately at speed and under pressure
- A knowledge of and interest in working in a school environment.

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect



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"The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world."

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Independent School Inspections – ISI





Benefits of Service

Hours of work

Permanent

Full Time – 30 Hours per week

This could be across 4 or 5 days

Either

All Year Round

or

Term Time plus 3 weeks.

Remuneration

NDSP34

£39,069.00 FTE

Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at recruitment@notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application process available on our career on our website.

[Work With Us | Notre Dame School](#)

Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

ASAP

or

January 2026