

NOTRE
DAME
SCHOOL



HEAD OF FINANCE

Candidate Information Pack

Permanent
Part-time – 4 days a week
All Year Round
Required ASAP



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.



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





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

Head of Finance

Reporting to

Bursar

The function of the post

Our Head of Finance is responsible for the strategic management and development of the Finance Department, as well as the day-to-day management of our Finance team.

A Head of Finance plays a vital role in our school by ensuring strong financial stewardship, promoting commerciality and ensuring the school's long-term sustainability.

Our Head of Finance has a varied role that encompasses budgeting, forecasting, and audit compliance. They support the Executive, SLT, and Governors by enabling the school to invest in high-quality teaching and resources, and to enhance the schooling experience for our girls.

Their strategic oversight supports long-term growth, protects resources, and ensures the school remains competitive and financially secure in a challenging education landscape.

Main Duties & Responsibilities

Key Objectives

- Develop and implement financial strategies aligned with the School's mission and goals to ensure Notre Dame students get the best education
- Advise the Executive Team and Governors when asked, on financial planning, risk management, and investment decisions.
- Plan and coordinate all tax processes including submitting quarterly VAT returns. Ensure compliance with tax processes.
- Oversee budgeting and forecasting. Collaborate across departments to support financial literacy and budget ownership.
- Carry out financial reporting processes including monthly management accounts.
- Ensure robust financial controls within the business.
- Manage cash flow and reserves to maximise the returns.
- Manage income including fees, donations, and contracts.
- To carry out monthly reconciliation of all control accounts including the bank, debtors and creditors. Oversee reconciliation of credit cards and deposits.
- Processing of journals such as accruals, prepayments, fixed assets and depreciation
- To maintain annual and five-year financial forecasts to underpin strategic objectives and plans to develop and implement strategies for maximising the finances.
- Ensure compliance with the Charity Commission, HMRC, and Companies House requirements.
- Lead on audit preparation and liaise with external auditors.
- Lead on digital transformation for financial arrangements.
- Ensure there is a knowledge/awareness of fraud across the organisation.
- Ensure good risk management and ensure organisational compliance.
- Support fundraising and grant applications with financial insights and projections.
- Update finance policies and procedures, taking account of relevant external changes and risk appetite
- To ensure that all cash is managed, deposited and accounted for accurately.
- Oversee bank transactions for purchase ledger.

Main Duties & Responsibilities

Key Objectives

- To work closely with the academic staff to ensure that appropriate budgeting for and reconciliation of all trips, with particular focus for residential and international trips.
- To have a complete oversight of contracting and procurement activities and procedures, ensuring compliance with regulatory requirements, constantly seeking value for money, and, where possible, cost-saving opportunities.
- To lead, develop, and line manage the finance team in the achievement of departmental and organisational agreed activity and objectives, including KPIs and quality assurance activities.
- To be responsible for the preparation of annual accounts to prescribed standards, taking responsibility for the completion and submission of statutory/regulatory reporting in line with prescribed timelines, and keeping up to date with regulatory and statutory requirements within the charity sector.



The Person

Based onsite four days a week, with occasional event commitments, the successful candidate will lead the Finance department in delivering a commercial and effective function that enhances the school's development plan and our long-term goals..

Working with the other Heads of Support members, you will ensure that our outstanding Financial provision is consistent, high-quality, and commercially focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- Accountant Qualification – or significant applicable experience to demonstrate as such
- A Strong proven background in Finance Manager, preferably in an Educational environment.
- 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 work across different Finance systems.
- Strong attention to detail
- Strong oral and written communication skills
- Strong ICT skills and a readiness to use new technologies
- The ability to liaise professionally with a range of internal and external stakeholders
- The ability to work accurately at speed, safe and under pressure

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."

Independent School Inspections – ISI



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Benefits of Service

Hours of work

Permanent

Part Time – 4 days

All Year Round

Remuneration

Qualified

£50,000-£52,000

Unqualified

£44,462 - £46,384

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 page on:

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

Closing Date & Interview Date

As Successful Candidates are sourced

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

Start Date

ASAP