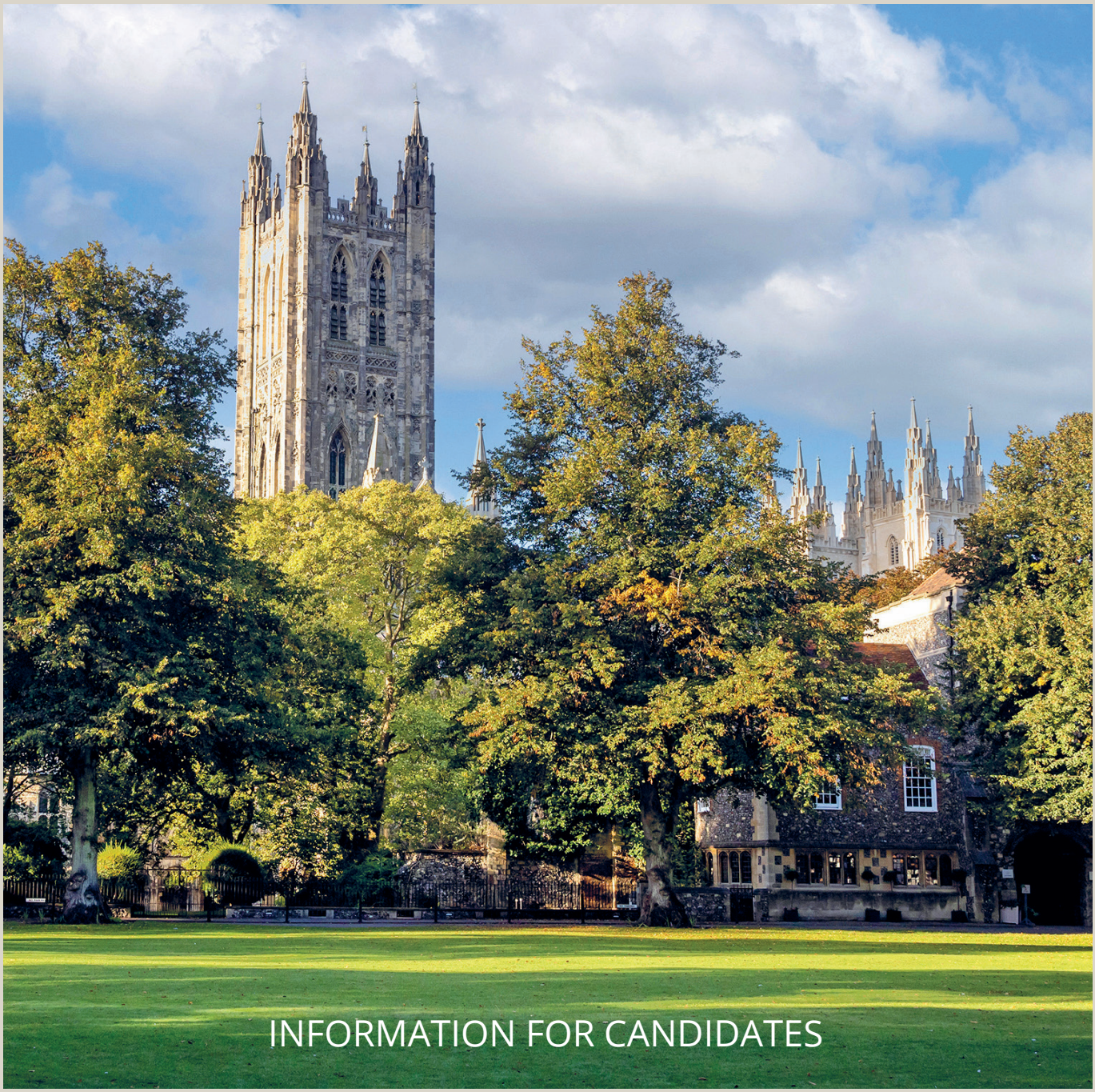
THE
KING'S SCHOOL
CANTERBURY

Head of Finance



INFORMATION FOR CANDIDATES



Welcome from The Head



Dear Candidate,

Many thanks indeed for your interest in this role as Head of Finance at The King's School Canterbury.

King's is a simply wonderful place to live and to work. Since joining as Head in September 2023, I have been struck by the remarkable warmth of the welcome that I have received here and by the friendliness, mutual respect and authenticity of the relationships between staff and pupils.

Our incredibly rich and broad curriculum and co-curricular programme create an environment where it feels that anything is possible, where pupils are known and supported as individuals, and where they are encouraged to pursue their own unique path through King's and beyond.

Around 75% of our pupils are boarders (equal numbers of boys and girls) and our pupil body is drawn from a range of backgrounds both at home and abroad. We have a generous bursary provision and have recently launched an ambitious campaign to turbo charge this and to further widen access to our School. With this diverse and inclusive community, global mindedness and open-mindedness are hallmarks of our School. Pupils achieve excellent outcomes in external examinations, but a King's education looks far beyond this. Our remarkably broad curriculum and our enrichment programme serve to develop pupils as thinkers, and as learners, and prepares them to make a positive mark on the world beyond school. We also want to ensure that pupils enjoy their time with us – that their school days are filled with joy, exploration and discovery.

King's is also a wonderful place to work. Staff here are talented, committed and collegial, and there is a culture of mutual respect that runs through the whole community. Canterbury itself is a vibrant and beautiful city, with excellent transport links to London and the wider South East, and the School offers a strong package of benefits and professional development opportunities. We want the people who work here to feel as supported and stretched as our pupils do.

I do look forward to meeting you in due course.

Yours sincerely,



Jude Lowson, Head

About King's

The King's School Canterbury is one of the oldest schools in the world, tracing its origins to the arrival of St Augustine in England and the foundation of his monastery in Canterbury in 597 AD. Re-founded by Royal Charter in 1541, the School has been shaping young people for well over a thousand years. Today it is a co-educational, day and boarding school educating pupils from the age of three to eighteen, and the group comprises three schools based in and around Canterbury, alongside a growing family of overseas schools.

A King's education is inspired, not constrained, by tradition. Across all its schools, the emphasis falls on intellectual curiosity, the development of the whole person, and preparation for the lives pupils will lead beyond King's. The School is particularly celebrated for its music, the creative and performing arts, and the breadth of its co-curricular life. High levels of pastoral care run through everything the group does.

Our Schools

The King's School, Canterbury educates pupils from 13 to 18, with around 960 pupils on roll, of whom around 720 are boarders. The School sits at the heart of one of England's most remarkable cities, occupying buildings in and around the Precincts of Canterbury Cathedral, a UNESCO World Heritage Site. There are six boys' boarding houses, seven girls' boarding houses and four day houses. King's has always welcomed pupils from across the world, and the diversity of its community is one of the hallmarks of the school.

Junior King's occupies 80 acres on the banks of the River Stour in Sturry, three miles from Canterbury. Originally founded in 1879 in the Cathedral Precincts, the School moved to its current site in 1929. Set around a sixteenth-century Manor House and Tithe Barn, the school educates over 365 pupils from Nursery through to Year 8. It is a school with its own distinctive character and ethos, offering exceptional pastoral care alongside a broad, creative curriculum and outstanding co-curricular provision. The great majority of pupils progress to King's Senior School at 13.

The International College, launched in 2018, provides a pathway into British education for international students aged 13 to 17. Located in a purpose-built, award-winning building on the Malthouse campus, it offers a one-year fast-track GCSE programme and welcomes over 70 students from across the world each year. Students integrate fully with the Senior School for co-curricular activities, and most go on to join King's for Sixth Form study.

Overseas, King's has established international schools in Shenzhen, China and Phnom Penh, Cambodia, with two further schools due to open shortly in Cairo and Bengaluru. Each school carries the King's commitment to academic and co-curricular excellence into its local setting, offering a British education with a genuinely global perspective.





The Role

The Head of Finance is responsible for leading the School's operational finance function and ensuring the delivery of high-quality financial management, reporting, control, compliance and operational finance services across the School.

The postholder will report to the CFO and will provide operational leadership to the finance team. They will ensure that financial information supports effective decision-making, financial sustainability and good stewardship of the School's resources.

The role combines financial leadership with hands-on operational management and continuous improvement of finance processes, systems and controls.

Success Measures

The postholder will be expected to:

- Deliver accurate and timely monthly management accounts.
- Lead a robust annual budget and forecasting process.
- Maintain strong financial controls and governance.
- Improve quality and accessibility of management information.
- Enhance financial processes and operational efficiency.
- Support strategic decision-making through insightful financial analysis.
- Develop an engaged, capable and high-performing finance team.
- Ensure excellent service to staff, parents and other stakeholders.


STAFF

Key Responsibilities

Financial Leadership

- Lead the day-to-day operation of the finance function.
- Support the CFO in delivering the School's financial strategy.
- Provide leadership, direction and development to the finance and payroll teams.
- Promote a culture of financial accountability and commercial awareness across the School.

Financial Planning and Analysis

- Oversee the annual budgeting and forecasting process.
- Oversee long-term financial plans and scenario modelling.
- Oversee monthly management accounts and financial performance reporting.
- Monitor financial performance against budgets and forecasts.
- Identify financial risks and opportunities and recommend appropriate action.

Financial Control and Reporting

- Ensure the integrity of financial records and reporting.
- Oversee the preparation of monthly, quarterly and annual financial reports.
- Manage balance sheet reconciliations and working capital performance.
- Ensure robust internal controls and financial governance arrangements.
- Lead the year-end process and coordinate external audit requirements.
- Support the preparation of statutory accounts and regulatory returns.

Operational Finance

- Oversee all transactional finance activities.
- Ensure effective management of:
    - Accounts payable
    - Accounts receivable
    - Fee billing and collection
    - Banking and cash management
    - Treasury activities
    - Financial systems administration
- Drive process improvement and automation initiatives.
- Develop efficient and scalable finance processes.

Payroll and Pensions

- Through the Payroll and Pensions Manager, ensure the accurate and timely processing of payroll.
- Maintain compliance with HMRC and employment legislation.
- Oversee pension administration and reporting.
- Ensure appropriate controls across payroll processes.

Business Partnering

- Ensure budget holders are supported in understanding and managing their financial responsibilities.
- Provide financial insight and challenge to operational leaders.
- Develop meaningful KPI reporting and ensure accurate management information.
- Support decision-making through high-quality financial analysis.

Cashflow and Treasury

- Monitor liquidity and cashflow performance.
- Oversee robust cashflow forecasting processes.
- Support debt management and covenant monitoring.
- Identify opportunities to improve working capital performance.

Compliance, Risk and Governance

- Ensure compliance with accounting standards, charity regulations and tax requirements.
- Maintain and enhance financial policies and procedures.
- Support risk management activities across the finance function.
- Ensure appropriate controls are in place to safeguard School assets.
- Maintain compliance with VAT, corporation tax, employment taxes and other regulatory obligations.

Systems and Continuous Improvement

- Lead finance systems development and optimisation.
- Identify opportunities for automation, efficiency and improved reporting.
- Support digital transformation initiatives affecting finance.
- Ensure effective use of financial and business intelligence systems.

Team Leadership

- Maintain a high-performing, customer-focused finance team.
- Establish clear objectives and performance expectations.





The Person

Essential Qualifications
- Fully qualified accountant (ACA, ACCA, CIMA or equivalent).
- Significant post-qualification finance leadership experience.

Essential Experience
- Senior finance management experience within a complex organisation.
- Budgeting, forecasting and financial planning.
- Financial control and statutory reporting.
- Audit management.
- Cashflow and treasury management.
- Team leadership and people management.
- Financial systems and process improvement.

Desirable Experience
- Independent school, education, charity or not-for-profit sector experience.
- Experience of fee-funded organisations.
- Knowledge of charity accounting (SORP).
- Pension scheme administration and reporting.
- Project appraisal and capital investment analysis.

Knowledge and Skills
- Strong technical accounting knowledge.
- Excellent analytical and financial modelling skills.
- Ability to communicate complex financial matters clearly.
- Strong commercial awareness.
- Highly organised with attention to detail.
- Effective stakeholder management skills.
- Strong leadership and coaching abilities.
- Advanced Excel and financial systems expertise.

Applications

Applications should be submitted online through the King's school website and should include a Cover Letter addressed to the CFO and a full CV by Thursday 5 December 2026.

Working at King's

Hear from our staff what it's like to work at The King's School.





Benefits

Salary
Competitive salary for a full-time position (all year round).

Professional Development
Funded training and CPD opportunities.

Annual Leave
25 days holiday, plus 8 bank holidays and 2 Bursary days.

Pension
The school offers a generous defined contribution salary sacrifice pension scheme with the option of enhanced contributions through Royal London.

Life Assurance
All employees are automatically enrolled into a life assurance scheme that pays benefits to dependents.

Enhanced family leave entitlements
The school support colleagues to balance work and live and offer enhnced maternity, paternity and adoption benefits.

Employee Assistance Programme
A free confidential helpline available 7 days a week, 365 days a year and the option of accessing face to face counselling.

Sports Centre
All employees have gold membership with access to the pool, gym and other facilities.

Cycle to Work Scheme
The school operate a salary sacrifice cycle scheme which could provide savings of up to 40%, dependent on salary and cycle cost.

Eye Care
Regular VDU users can receive a financial contribution to the cost of both eye tests and glasses.

Financial Advice
King's facilitates regular free impartial financial advice to all employees.

Lunch
Staff enjoy lunch together in our school dining rooms during term time.





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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.



Our commitment to Diversity, Inclusion & Equality

King's is committed to fostering a welcoming and inclusive community where all individuals are treated with dignity and respect. We seek to recruit staff who share our commitment to equality, diversity, and inclusion, and who are dedicated to creating an environment in which every pupil and colleague can thrive.



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