



Financial Controller and Operations Lead

Competitive salary depending on skills, qualifications and experience

Immediate start possible – Full Time Position, Monday to Friday

At the New Model School Company we are proud to manage two small successful independent prep schools with a centralised office for Finance, Admissions, HR and Marketing. We are seeking to appoint a finance professional to be responsible for all aspects of financial control and provide strong financial stewardship across both schools and the Head Office.

This role would suit either a qualified Accountant or someone with a proven and successful background in finance, preferably with some experience of working in a school.

This role will develop into a broader Operations role in time with responsibility for IT and the relationship with our outsourced IT company, as well as elements of facilities management, and compliance, and we are therefore looking for someone that will be ready to take on this additional oversight work once they are established as the Finance lead.

The position requires the person to be involved in day-to-day tasks as well as management oversight. The successful candidate will be able to demonstrate strong planning and organisational skills and be able to work well under pressure. The salary offered will reflect the skills and experience of the successful candidate, and will increase once the broader Operations duties are taken on.

You will be joining a friendly and supportive team. You will report to the CEO, be supported by the Finance Assistant who is responsible for processing invoices and managing the billing process to parents. You will work closely with your Head Office colleagues as well as the two Head Teachers and School Office staff.

The role will initially be based in the Head Office in West London with regular visits to the two schools once established.

Office hours are generally 9am to 5:30pm though some flexibility is possible in terms of working hours, compressed hours, earlier starts / finishes etc...

If you are interested in the role please submit an up to date CV and a letter of application outlining your relevant experience.

Right to work in the UK is essential. We are not able to sponsor overseas candidates.

Applications will be reviewed on an ongoing basis.

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening and DBS checks.