Lancing College



Appointment of
Finance Administrator

The College

At Lancing College, we believe that the most meaningful education is one that encourages pupils to think critically, act with integrity, and grow in all aspects of life. With a broad range of opportunities to explore their passions, challenge themselves, and engage with the world around them, our young people leave Lancing not only ready for the future but eager to shape it. It is this blend of strong academic foundations, personal growth, and a genuine sense of community that makes Lancing a truly special place to be.

Lancing, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to live and work, and one where tradition and modernity sit comfortably side by side.

The College is friendly, ethical, vibrant, and outward-looking. We treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status. We particularly encourage applications from under-represented groups. The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50**.** There are ten houses (seven boarding houses, and three day houses). The latest inspection report can be found here: ISI Report October 2023 | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London

The school roll currently stands at its largest for many years with over 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has approximately 260 day pupils on roll at Lancing Prep at Hove, 195 day pupils on roll at Lancing Prep at Worthing and 145 day and boarding pupils on roll at Dorset House School. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Design & Technology, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Dr Scott Crawford, has been in post since August 2025.

The Bursar, Mr Mark Milling, has been in post since August 2013.

The Appointment

The Finance Administrator will report to the Finance Manager but will also support the work of the Fees Ledger Administrator and the Finance Administrator (Purchase Ledger) for Lancing College, Lancing College Preparatory Schools and Lancing College Enterprises (the school's trading subsidiary).

Job Title: Finance Administrator
Reports To: Finance Manager

Key Tasks and Responsibilities

- To support the Fees Ledger Administrator with:
    - Processing pupil fees and issuing invoices.
    - Maintaining and updating pupil billing records.
    - Liaising with parents in respect of fee billing.
    - Posting of daily banking and fee receipts.
    - Miscellaneous banking.
- To support the Finance Administrator (Purchase Ledger) with:
    - Registering and coding of purchase invoices.
    - Distributing invoices for approval.
    - Answering supplier queries and reconciling supplier statements.
    - Raising of cheques, administering petty cash and credit cards.
- To support the wider Finance team with tasks as they arise.
- To undertake general office and administrative duties, including correspondence, photocopying, scanning, data entry, and other tasks to support the efficient running of the Finance Department.

Skills and Experience:

Essential

- Strong attention to detail and a high level of accuracy.
- Sound working knowledge of Microsoft Office applications, particularly Excel.
- Strong organisational, interpersonal and communication skills.
- Ability to prioritise workloads and meet deadlines while maintaining a high level of accuracy.
- Professional, approachable and able to build effective working relationships with a wide range of stakeholders.

Desirable

- Knowledge of using iSAMS and iFinance.
- Understanding of double-entry bookkeeping principles.
- Previous accounting or finance experience within an educational or school environment.

This job description sets out main duties at the time when it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

Application Procedure:
Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.co.uk
Please send any emails to recruitment@lancing.org.uk

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of three referees, one of whom should be the candidate's current or most recent employer should be included with the application.

The College reserves the right to call individuals to interview prior to the closing date for applications.

Terms and Conditions:

- Salary is £25,500 - £28,000 per annum depending on experience.
- Hours of work are 37.5 hours per week to be worked Monday – Friday 08.30am – 5.00pm with a 60-minute unpaid lunchbreak.
- Holiday entitlement is five weeks per annum, which must be agreed in advance with the Line Manager, plus recognised Public Holidays, unless they fall during term time when they are treated as normal working days and time off in lieu will be given. Current practice sees the school closing between Christmas and New Year and these days are in addition to the annual holiday entitlement.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- As may be consistent with the entry conditions of the School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Kindergarten and Nursery level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission

will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.

- The employment will be subject to a sixth-month probationary period. One week's notice is required on each side to terminate this contract during the probationary period, after two months' notice is required.

Further Information

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. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2026. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.