Lingfield College

Lingfield College is a vibrant and successful 0–18 school, known for its warm community, excellent pastoral care and inspiring academic outcomes.

Recruitment Pack

Payroll / Finance Officer

January 2027

Closing Date 9am on Monday 23rd November 2026

Inspiring Exciting Futures



www.lingfieldcollege.co.uk

Life at Lingfield

Lingfield College is a thriving independent day school for pupils aged 0–18, set on a green and spacious campus in the heart of Surrey.

As an all-through school, we offer a warm and welcoming environment where pupils grow with confidence from Nursery to Sixth Form.

We are proud of our grounded and friendly atmosphere - something visitors notice immediately. With around 900 pupils and 250 staff, our community is large enough to offer breadth and opportunity, yet small enough that every individual is known and valued.

At Lingfield, we believe education should develop the whole child. We encourage curiosity, confidence, kindness and ambition, supporting pupils to achieve their best academically while also nurturing their creativity, character and wellbeing.

All staff, both teaching and support, form part of a qualified and experienced team, united in a common goal: to inspire exciting futures for every Lingfield pupil.



Further information is available on the School's website
www.lingfieldcollege.co.uk

See also the Muddy Stiletto's Schools Review
Click here for our review



Hello & Welcome

Welcome to Lingfield College, and thank you for your interest in joining our community. Lingfield is a vibrant, welcoming and forward-looking school where every colleague plays a meaningful role in our continued success and in the lives of our pupils.

Ours is a culture built on respect, collaboration and kindness. Staff work closely with one another, and with our pupils, to create an environment that is both ambitious and supportive. We equip our colleagues with the tools, training, and professional development needed to flourish in their roles, and we continue to invest in our facilities and digital strategy to enhance the experience for both staff and pupils.

Working at Lingfield is rewarding, purposeful and rooted in genuine community. Our 40-acre campus is set in the Surrey countryside, yet benefits from excellent transport links, with Lingfield station only a short walk away.

Richard Bool & Luna
Headmaster & Our Wellbeing Dog

Finance / Payroll Officer

Department:
Finance Department

Location:
Whole School

Contract:
3 days a week, all year round, with some flexibility on working days / times

Closing Date:
9.00am on Monday 23rd November 2026

Salary:
Competitive

Role Overview

The role of Finance / Payroll Officer is to assist in the smooth running of the Finance Office. This dual-role position is critical in ensuring accurate payroll processing and supporting financial reporting and compliance. The role will be responsible for overseeing all aspects of payroll while also contributing to financial accounting, reporting, and audit preparation in accordance with UK regulations.



The support staff and my team at Lingfield College have been incredibly welcoming and made the transition smooth and enjoyable. My team is friendly and open to new ideas, my line manager has been fantastic in guiding me, and the positive working environment make it a pleasure to come to work.



Sally, Fundraising and Development Officer

Role Description

Here is an overview of the responsibilities and how they will be involved in the day to day running of the School

Main Tasks

Payroll Management

- Manage end-to-end payroll processing for 300-plus employees, ensuring accuracy and compliance with HMRC regulations and company policies including Auto-enrolment legislation.
- Submit monthly pension returns for the different schemes.
- Annual Death in service submission.
- Maintain payroll systems and ensure data integrity, including starters, leavers, benefits, pensions, and statutory deductions (PAYE, NI, SSP, SMP, etc.).
- Liaise with HR and other departments to ensure timely updates of employee records.
- Reconcile payroll accounts and produce monthly reports for senior management.
- Submit Real Time Information (RTI) reports to HMRC and ensure timely year-end submissions including P60s and P11Ds.
- Stay up to date with changes in payroll legislation and advise on best practices and compliance.
- Ensure all annual increments and other salary changes are authorised and implemented correctly.
- To ensure payroll sign-off from the Director of Finance & Resources.
- Prepare the payroll budget for the whole school.
- Maintain confidentiality at all times.

Financial Accounting

- Assist with preparing termly, and year-end financial statements.
- Manage journal entries, account reconciliations, and intercompany transactions.
- Support the preparation of VAT returns and ensure timely filing and payment.
- Support external audits, ensuring timely provision of required documentation.
- Assist with cash flow management and banking.

Person Specification

It is expected that the successful applicant will have and can demonstrate the following.

Knowledge, Skills & Experience

The ideal candidate will:

- Be ACA, ACCA, CIMA qualified or equivalent or qualified by experience with strong track record.
- Have excellent knowledge of UK payroll legislation and HMRC reporting requirements.
- Have working knowledge of IFRS or FRS 102 standards (desirable).
- Be familiar with auto-enrolment pension schemes and benefits administration.
- Possess strong Excel skills and analytical mindset.
- Have a high level of accuracy and attention to detail.
- Have excellent communication and interpersonal skills.
- Have experience with payroll software.
- Have proven experience in payroll administration and financial accounting in the UK.
- Have experience of working in education (desirable).

Personal Qualities

- Have a positive attitude to changing priorities.
- Be able to meet strict deadlines.
- Be able to work collaboratively within a team.
- Be able to work on own initiative.
- Have good attention to detail.
- Be confident, self-motivated and reliable.
- Be patient and have a friendly approach.
- Be able to remain calm in stressful situations.
- Have a flexible approach to work.

Let's Work Together



Hello, I am Cathryn, Head of HR. Please feel free to get in contact with the HR team if you need any support with any part of the application process.

Cathryn Marsden, Head of HR

Explore all our current vacancies at:
https://www.lingfieldcollege.co.uk/i/work-with-us

If you're considering joining Lingfield College, we're already delighted.

Ours is a community built on warmth, ambition and genuine collaboration — a place where people feel valued and where the work you do has real purpose.

If you're looking for a role that challenges you, supports you and allows you to make a meaningful impact, you may well find your next step here.



How to Apply

- Please complete and submit the online application form available on our website. Applications are submitted through our online system.
- If you would like an informal discussion about the role our HR Team will be happy to help. hr@lingfieldcollege.co.uk
- Please also complete the Equal Opportunities Monitoring form, which will be separated from your application on receipt.
- We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

Further Information

To see more information in regards to our recruitment and applicant policies. Please head to our website or scan the following QR code:

Any queries to:
hr@lingfieldcollege.co.uk

Lingfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We are equally committed to equality, diversity and inclusion. We welcome applications from all suitably qualified candidates and provide a supportive working environment where every individual is treated with fairness, respect and value.

Our Good Schools Guide Review

> **All talents are celebrated and opportunities across subject areas mean everybody finds their thing.**

Understand first hand what it is like being a member of our school community from this independent publication. The review is an objective and impartial perspective on life at the school giving you an insight into our key areas.

Lingfield College provides a generous package of benefits to support, reward and care for our staff. These are just a few of the advantages of being part of our community.

Location

Easy access from Surrey, Sussex and Kent, with good transport links.

Free Lunches

Hot meals with veggie options, plus salads and soup. Tea, coffee and subsidised breakfast items provided.

Health Plan

Access to Level 1 Unum Health Plan, with the optional upgrades available

Pension Scheme

Employer contribution scheme.

Parking

Free car parking is available.

Fee Remission

Reduced term fees for staff with a child at the school.

Development

Strong commitment to CPD, coaching and career progression.

Sports Facilities Access

Free access to our fully equipped on-site gym

Social & Wellbeing

Exclusive staff social events from crafts, yoga, Theatre trips and more

EV Car & Bike Scheme

Cycle to Work and Electric Vehicle Tusker schemes.

Employee Assistance Programme

Confidential support accessible when staff need it most.

Staff Rewards

Access thousands of discounts and perks through the Reward Me Now app.

Directions at a Glance

Arriving via M25

- Exit at Junction 6 → A22 south towards East Grinstead / Lingfield Racecourse.
- At Blindley Heath, turn onto B2029 towards Lingfield
- Continue through Lingfield; at both mini roundabouts, take the first exit.
- Prep School: Continue past the main entrance to the Racecourse; the Prep School entrance is on your left.
- Senior School: Continue under the railway bridge, then left into St Piers Lane.

Arriving from Edenbridge

- Take the B2028 towards Lingfield.
- Senior School: Turn right into St Piers Lane, before the railway bridge.
- Prep School: Continue under the bridge, then turn right into the entrance.

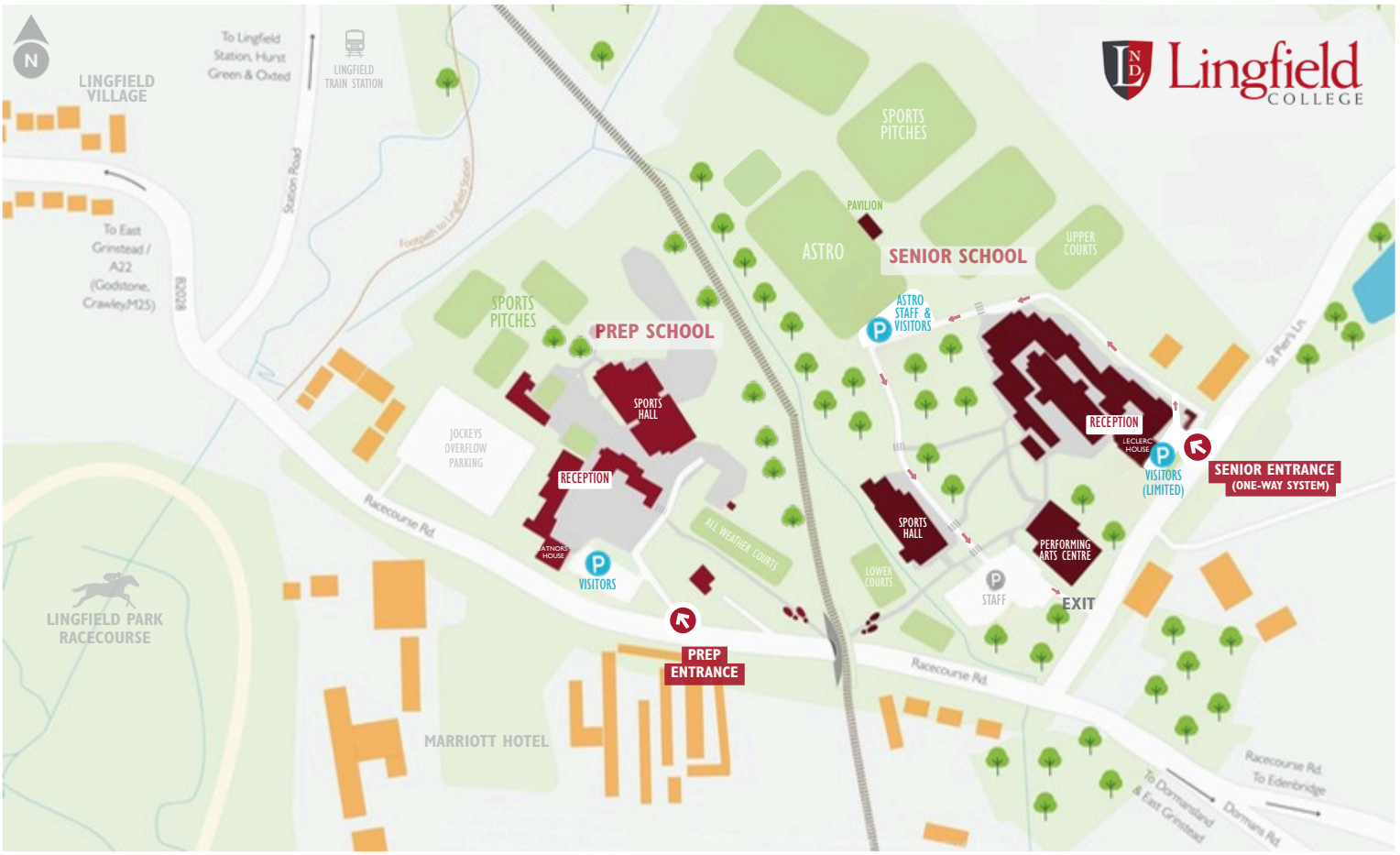
Parking & Arrival Steps

Prep School

- When the gates are closed, please press the call button on the left-hand side and a member of staff will open them for you.
- Park in the Visitors' car park on your left.
- Once parked, head through the archway and turn right at the wooden gates to the Prep School Office.

Senior School

- Limited visitor parking is available in front of Le Clerc House.
- If this is full, follow the one-way system to the Astro parking.
- Report to Reception, in the main building.



SAT-NAV Postcodes
Prep School: RH7 6PH
Senior School: RH7 6PN

What3words Locations:
Prep School Entrance: ///cooks.being.tower
Senior School Entrance: ///rent.cares.dinner

Contact:
If needed on the day, please contact the School Office: 01342 832407



Working at Lingfield has been an amazing experience for me to not only develop myself professionally, but also build strong connections with colleagues across support departments and teaching

Inspiring
Exciting Futures

Lingfield COLLEGE

Prep School & Nursery
Racecourse Road, Lingfield,
Surrey, RH7 6PH

Senior School & Sixth Form
St. Pier's Lane, Lingfield,
Surrey, RH7 6PN

Telephone: 01342 832407
www.lingfieldcollege.co.uk