



School Accountant

Job Description

Line Manager: Bursar

Salary: £40,000-£45,000.

Location: St Piran's Preparatory School, Maidenhead.

Position Type: Permanent - Full-time plus one evening per term for a Governors' Finance and General Purpose Committee Meeting.

Holiday: 6 weeks + Bank Holidays.

Overview of Role

St Piran's is seeking a well-qualified and experienced Accountant to manage the School's Finance and Accounting function, and deliver administrative support for HR matters. The successful candidate will hold an accountant qualification (CIMA/ACA/ACCA equivalent) and will have some HR administration experience.

The School Accountant role involves preparing and maintaining monthly management accounts and presenting financial information in a clear and meaningful format. Main responsibilities include the operational management of the Finance Office and line management of the Finance Officer. Additionally, the role includes providing effective administrative support for HR matters including recruitment, overseeing the appointment, working hours, absence and leavers' processes, and maintenance of the Single Central Register.

Main Responsibilities

Finance

- Operational management of the Finance Office.
- Accurate financial reporting and control to manage cash-flow with monthly forecast update.
- Monitor the Purchase Ledger.
- Prepare year-end annual accounts.
- Manage School Lettings and extra-curriculum financial transactions.
- Analyse fixed assets and calculate depreciation.
- Calculate and post accruals and pre-payments.
- Prepare management accounts with analysis of performance v forecast, and re-forecast P&L account and Balance Sheet schedules.
- Draft budget and supporting reports with the Bursar taking into account fees, salaries, bursaries and school development plans.

- Provision of specialist advice, management information and performance indicators to Governors, SMT and Budget Holders on School financial matters; identify variances and drivers, and guidance on expenditure controls.
- Prepare finance papers and pack-ups for Governors Meetings, making recommendations as appropriate.
- Liaise with parents on matters relating to fees and school trip costs.
- Prepare management reports such as debtors and bursary awards.
- Working with the Bursar, undertake cost-benefit analysis and prepare options studies to provide for new projects and cost saving initiatives.
- Liaise and provide school information, statutory and voluntary returns to the Auditors, the Bank, Borough Council, Pension providers, PAYE, Health and Dental care providers, Charities Commission, Companies House and other regulatory bodies.
- Keep abreast of statutory requirements relating to school accounts and finance (including PAYE and VAT), and ensure the School financial affairs are operating according to best practice.
- Submission of insurance claims.
- Maintenance of excellent relations with auditor and bank: signatory on bank account.
- Keen oversight of utilities' contracts to achieve best Value for Money.
- Line management of Finance Officer, with deliverables including banking, salaries, payroll, school bills, orders and invoicing, fee collection, donations, cheques, cash-book and petty cash.
- Undertake any other task commensurate with the role of School Accountant.

Human Resources

- Provide confidential administrative support to HR functionality.
- Ensure the School is adhering to HR and safeguarding procedures.
- Tracking the School's recruitment process including checks of all associated documentation.
- Management of the Single Central Register.
- Organise, update and audit staff personnel files and staff electronic records, with support from the School Secretaries.
- Record and monitor staff absences, and highlighting to the Bursar trigger points in accordance with the member of staff's contract.
- Track the HR management of staff on maternity and paternity leave and back-to-work processes after a period of maternity or sickness absence.
- Record and monitor the application of the staff induction and leavers' process.
- Ensure the management of staff's personal information is in accordance with GDPR policy and procedures.
- Support to the Bursar with any Subject Access Requests.
- Assist with the development, implementation and monitoring of any new HR policy and processes.
- Undertake any other HR support task as required, including routine and ad-hoc correspondence and documentation.

Person Specification

The successful candidate will be a Qualified Accountant with excellent technical financial and management accounting skills. They will also have recent accounting experience and can lead on the Finance Office's output and wide range of deliverables. They will also have detailed knowledge of MS Excel, Outlook and Word. They are also likely to have:

- Familiarity with Independent School management accounting.
- Experience of HR administrative procedures.
- Experience of line management.
- Excellent verbal and written communication skills – a good level of spoken and written English.
- Ability to present complex financial information in an accessible format to a non-specialist.
- Ability to present information to governors with confidence and professionalism.
- A knowledge of child protection and safeguarding practices.

- Strong initiative and an ability to identify improvements to processes.
- Ability to organise a busy and varied workload.
- A highly responsive and adaptable approach to rapidly changing priorities.
- Excellent interpersonal skills, which will be imperative in delivering the highest standards of customer service to parents and staff; a strong customer focus.
- Resilience and ability to work calmly under pressure.
- Energy and enthusiasm for the role and the School.
- A strong sense of loyalty and teamwork.
- Highly professional approach, and a proactive 'can-do' and positive attitude.
- Good judgement and discretion, and able to adhere to a strict code of confidentiality when appropriate.
- A smart appearance, and be dedicated and reliable.

Method of Application

Please complete an application form available from the school website and a covering letter, and send it to the Bursar's Assistant, Mr Chris Benn at c.benn@stpirans.co.uk.