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Information for applicants

School Accountant

Closing date: 29th January 2021



Winner: **School of the Year** | Silver Awards: **Teacher of the Year** | **Student of the Year**
Pearson BTEC Awards 2019

About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents mean that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

Judith Fremont-Barnes | Head

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils." | **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary." | **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond." | **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers, to the Boarding House team, and the friends he has made for life. It truly is a fantastic school." | **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the School – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the School boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the School.

Our management structure and ethos

The School is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 225 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

School Accountant

We are seeking to appoint a School Accountant to oversee the day-to-day accounting requirements of our busy Accounts office.

Reporting to the Finance Director and supported by a full-time accounts assistant, this is a key, demanding and hand-on position within a small team. We require a number of years accounting experience, including all standard accounting ledgers to at least trial balance level, but the school would support suitable candidates who are currently studying towards professional accountancy qualifications. Suitable candidates will be highly organised, diligent, resilient and motivated team players who are capable of managing a wide range of responsibilities and a small team.

Job Description

TITLE:	School Accountant
DEPARTMENT:	Accounts
JOB PURPOSE:	To manage the operations of the School Accounts Department and to support the Finance Director
RESPONSIBLE TO:	Finance Director
RESPONSIBLE FOR:	Accounts Assistant

This is a demanding hands-on accounting role working in a small team of 3. Specific responsibilities (including those delegated to the accounts assistant designated AA) include the following, although this list is by no means exhaustive:

Duties and Responsibilities

- Nominal ledger
 - Full ownership of the nominal ledger to trial balance
 - Reconciliation of accounts on a rolling basis
- Cashbooks and bank accounts
 - Maintenance of short term cashflow forecast on a daily/weekly basis
 - Reconciliation of main school current account daily and other school accounts monthly. Posting of transactions to subsidiary ledgers
 - Overseeing operation of house accounts by boarding House Parents within School policies and mandates, including reconciliation and transaction posting (AA)
 - Reconciling, coding and processing management credit card statements (AA)
- Billing ledger
 - Liaison with other departments regarding maintenance of standing billing data
 - Pupils joining/leaving
 - Parent and other biller payer information
 - Remissions such as scholarships and bursaries
 - Termly billing

- Processing departmental recharges
- Releasing advanced fee payments to billing ledger on a termly basis
- Production and despatch of bills
- Dealing with billing queries
- Credit control
 - Processing late payment charges
 - Issuing statements and bill payment reminders
 - Non-contentious credit control
- Purchase Ledger (AA)
 - Issuing purchase orders subject to appropriate authorisation
 - Coding and posting invoices
 - Liaise with budget holders for invoice authorisation
 - Reconcile Supplier statements
 - Prepare BACS payment twice monthly + other ad hoc supplier payments

Fixed asset register

- Maintain and reconcile fixed asset register on a periodic basis
- Calculate depreciation charges and journal to nominal ledger

Annual audit

- Preparation of annual audit files as required by the School's Auditors

Other

- Liaison with outsource payroll bureau as regards
 - Employee expenses (processed by accounts assistant)
 - Salary, tax and pension payments
- VAT returns quarterly
- Termly insurance returns
- Manage the bookkeeping and preparation of accounts for Milton Abbey School Services Ltd, the school's small trading subsidiary which makes the school facilities available for weddings and lettings during school holidays
- Provide general financial support and perform duties as required by the Finance Director

Development opportunities

- Candidates are sought that have the aptitude and aspirations to assume responsibilities for the following areas in due course.
 - Production of school management accounts
 - Annual budget process
 - Commercial projects
 - Business partnering members of the School's Senior Leadership team and department mangers
- It may be that candidates combine training and experience in these areas with professional study and the potential for study support.

Essential Qualifications and Experience

Essential experience and attributes:

- A number of years progressive accounting experience including full conversance and experience of all with prime accounting ledgers. This experience is likely to have been gained in a business environment though exceptional candidate currently working in a professional accountancy practice may also be considered.
- A high level of IT literacy including at least intermediate use of O365 suite, integrated accounting software, online banking software
- Excellent attention to detail and ability to complete tasks to a high level of accuracy
- Highly organised and, subject to authorisation, capable of developing and improving procedures as well as working within those already established and agreed
- Analytical with the ability to solve problems and develop solutions
- Staff supervisory aptitude and experience
- The ability to work discreetly and confidentially
- Self motivated with the ability to work on own initiative with limited supervision
- Resilient with the ability to make decisions
- Excellent communication skills. The post holder will be required to communicate with a range of external stakeholders including parents, banks, auditors and internal senior management.

Additional desirable experience and attributes

- Experience working with a school accounts department
- Experience of school specific management information such as PASS or iSAMs
- AAT or other relevant technical qualifications. Candidates continuing studies towards CIMA or similar qualifications will be of particular interest and the school would encourage and support in this area as regards both training costs and practical experience.
- Particular aptitude and experience with excel including for example pivot tables, vlookups and similar.

TERMS OF APPOINTMENT

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

- Hours:** This is a full-time post, core hours 9.00am – 5.30pm Monday to Friday with an hour for lunch - 37.5 hours but the candidate will be expected to invest sufficient hours as are required to meet the demands of the role
- Holidays:** The salary is inclusive of 5 weeks paid holiday (which includes payment for Bank Holidays). Public holidays falling when pupils are in School during term time are working days. Holidays must be taken at times convenient to the School.
- Salary:** A competitive salary is offered to the successful candidate depending on experience and qualification at circa £32,000 per annum - £35,000 per annum,

possibly more for exceptional candidates. In addition, all employees are entitled to meals on duty during term time, including a hot two course lunch. Free onsite parking is available and employees are able to use the school's extensive onsite sports facilities including a nine hole golf course, tennis courts and swimming pool.

Probation: The position is subject to a six month probationary period, which may be extended. On successful completion of the probation, the notice period will be three months.

Pension: The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Background Check (DBS): As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

References: In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their

experience to date to this post in a school environment. Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Head and send the letter, cv and application form to:

Miss Lynne Hughes, HR Administrator at hr@miltonabbey.co.uk

Closing date for applications is noon on Friday 29th January 2021. We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.