



DURSTON HOUSE

# Accounts Manager Candidate Information Pack

## Required for January 2025 start

Closing date for applications:

8 November 2024

# Employee Benefits

At Durston House we offer a range of benefits, which include:

Generous pay scales

A contributory pension scheme

Generous holiday entitlement

Remission of fees for children of staff

Free daily hot/cold lunches, tea, coffee, biscuits and fruit during term time

Employee Assistance Program

‘Values of kindness, respect and independence shine through.’

—Good Schools Guide Review 2024

## Key Facts about Durston House

- Girls & Boys aged 3 - 13
- 370 Pupils
- Located in Ealing, West London
- Day School with Breakfast Club & After-School Care Provision
- 15 pupils - Average Class Size
- Non-Selective Entry at Pre-School & Reception
- 6.75 acres of Playing Fields
- Top 20 School for Academic Results - The Sunday Times Parent Power 2023
- Less than 10 miles from Central London
- 7 TFL bus routes across neighbouring boroughs



# Welcome to Durston House School



Durston House is a leading London prep school for girls and boys aged 3 – 13, located in Ealing, West London. An education at Durston House is based upon academic rigour through excellent teaching, encouraging pupils to explore, question, take risks, and develop their creativity, communication and teamwork – all central to successful life-long learning. At Durston we have a fine record of preparing pupils for top Senior Schools in London and beyond. We take pride in the true and visible diversity of our community and embrace pupils and staff from all ethnic, cultural and religious backgrounds.

Durston House places an emphasis on high standards of work and targets that are commensurate with each pupil's personal development. We believe that it is hugely important to create an educational environment that encourages all pupils to be curious and enthusiastic about their opportunities to learn and grow.

In 2023, Durston House was awarded 17th on the 'Top 20 School for Academic Results' according to The Sunday Times Parent Power List, and while this is a superb accolade to have, we know the key to success is through hard work and a desire to continually improve. Placing our pupils at the centre of everything we do and making sure every opportunity is taken so that each pupil is able to flourish.

Lessons are delivered in a range of ways, taking account of different learning styles and preferences, and the certainty that pupils should explore and experience practically, not just from a textbook. Workshops, Outings, Trips and outdoor adventures complement the classroom experience across all year groups. Throughout the school there is an After-School Activities Programme, offering a wide range of activities from yoga, street dance, coding, skateboarding, photography and many more! After-School Activities at Durston House aim to inspire, enthuse and develop curiosity in pupils.

**Mr Giles Entwisle, Headmaster**

## The School

Founded in 1886, the school has a proud and long history of achievement in partnership with parents and the local community. The school encourages pupils to be active participants in their learning and lives; to revel in success; to celebrate effort; to expect challenge; to take calculated risks and to develop independence.

Pupils thrive in an environment of support, academic challenge and high expectations. Our ability to develop exceptional people cannot be separated from our rich history.

**“A school where they chant their Latin verbs, can plot countries and can hold a conversation with an adult knowing what’s going on in the world”, summed up by one happy mum.**

—Good Schools Guide Review 2024

Durston House School employs over ninety full-time and part-time staff in both teaching and support roles. The school offers a dynamic and inspiring environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from Administration, Finance, Marketing and IT to Buildings, Grounds Maintenance and Catering.



# The Role

Durston House seeks to appoint an experienced Accounts Manager to join the Bursary team. He/She is responsible for managing the finance office and supporting the Bursar in the production of accurate and timely financial information, as required, for input into Governing Body and Senior Management Team meetings.

The Accounts Manager carries out any tasks, as could reasonably be expected, directed by the Bursar. It is a full-time permanent position and the hours of work are 8.00 am - 4.00 pm.

They support and promote the policies and procedures held on the School's intranet, including the Child Protection & Safeguarding Policy and other policies that promote the welfare and care of pupils.

They comply with the school's Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice, contained and referenced in the Staff Handbook.

## Primary Responsibilities

- Managing the Fees Ledger in Engage, the School's MIS
  - Producing the monthly and termly direct debit fees collection schedules
  - Managing the online bank account
  - Debtor control
  - Maintaining the Acceptance Fees Register
  - Maintaining the Fixed Asset Register
  - Overseeing the Purchase Ledger and day to day support for the Accounts Assistant. Providing cover when needed
  - Managing budgets
  - Reconciling Balance Sheet accounts, monthly
  - Assisting with the compilation of Management Accounts and KPI data
  - Archiving pupil records
  - Preparing data for Surveys and Benchmarking
  - Assisting in end of year Statutory Accounts preparation
  - An awareness of financial and statutory regulations and internal policy compliance
  - An awareness of payroll and pension processes and regulation
- workload whilst supporting the Accounts Assistant in order to meet deadlines
  - Ability to collaborate as part of the Bursary and more widely across the school
  - Proactive and flexible approach with good communication skills
  - Excellent attendance and punctuality
  - Courteous, friendly and approachable, actively encouraging and supporting staff and colleagues

## Desirable Criteria

- Experience of working in a similar financial role
- Experience of Charity Accounts
- Experience of using Educational accounting and MIS software - Oasis and Engage

## Working Time Beyond Agreed Hours

School staff are sometimes required to attend meetings, Staff Study Days or major school events which may occur outside their agreed working hours. For some of these, overtime is paid for the extra hours worked.

Overtime for work beyond normal hours, when agreed in advance, is paid at the following times:

- Normal school days
- Staff Study Days
- Extraordinary Staff Meetings, or events, as required by the Headmaster

Overtime is not paid for attendance beyond normal hours, unless actually working, carrying out a specific responsibility, at the following:

- School Concert
- Carol Service
- Prize Day
- School Productions

## Person Specification

### Essential Criteria

- Part Qualified/Qualified (CIMA, or equivalent) with minimum of three years relevant experience
- Strong IT skills, including advanced Excel
- Having a pro-active, flexible approach to seeking solutions to problems
- Able to develop good working relationships with internal and external parties at all levels and act as a point of contact for general queries
- Good reconciliation skills
- Experience in assisting the production of Management Accounts and Statutory Reporting
- Attention to detail, with a methodical, logical approach
- Ability to work under pressure, to prioritise own

# How to Apply

Durston House will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

1. If you would like to apply for this role, please download the application form from the School Website.
2. Your application form should be completed and returned to [recruitment@durstonhouse.org](mailto:recruitment@durstonhouse.org) by Friday 8 November 2024.

We reserve the right to appoint before the closing date for an exceptional candidate.

## Safeguarding Statement

Durston House is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service.

## Equality, Diversity and Inclusion Statement

Durston House School is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates.



# DURSTON HOUSE

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