



Management Accountant

To start September/October 2025



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Management Accountant

Salary: £40,000 to £45,000 per annum (depending on experience)

Hours: 37.5 per week, Monday to Friday, all year round

Are you a qualified or part-qualified Management Accountant, looking for your next appointment? We are seeking a dynamic, proactive and well-organised person to join our Finance team as part of the Operations and Support Team at Royal Russell School.

You will deliver efficient and effective preparation of management accounts monthly for our group and supporting a range of financial activities. Previous experience in preparing management accounts with good IT proficiency is essential. If you are ready to take on this exciting challenge and contribute to the long-term success of our School, we would love to hear from you.

You will join an expert team of financial professionals and will contribute to our friendly ethos of 5* service throughout the Russell School Trust Community. We value hard-work and a sense of humour, as well as the ability to solve complex problems and contribute to a whole team approach.

Applications should be submitted to hr@royalrussell.co.uk by 11:00 on Friday 15 August 2025.

Interviews will be held Friday 22 August 2025

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.

We reserve the right to appoint and close this vacancy before the date shown above.



Key Responsibilities

Working as a valuable member of the finance team, you will prepare monthly consolidated management accounts for the Trust, supporting the Finance Manager on a day-to-day basis to accurately forecast, manage and compose budgets. You will be involved in a range of financial activities including budgeting, management accounts, purchase ledger and financial regulation to ensure the smooth running of the Russell School Trust.

Main Duties and responsibilities

Russell School Trust

- Prepare consolidated monthly management accounts for the group with variance analysis
- Intercompany and month-end reconciliations, accruals, prepayments and Balance Sheet
- Reconciliation of Fixed Asset Register
- Preparation and submission of periodic VAT returns including partial exemption calculations
- Major projects – Administer expenditure, intercompany billing and cash flow forecasts as and when projects arise
- Review and approval of trip budgets with management of currency cards
- Budget and monthly reconciliation of non-fee income and expenditure
- Administration of school Amazon account including invoice entry
- Assist with the preparation of annual budgets
- Support preparation of subsidiary accounts
- Assist with annual statutory audit
- Assist in development of financial reporting and processes

Line management and support

- Line management of Accounts Payable Officer
- Cover for Accounts Payable Officer as required to ensure Purchase Ledger email inbox is up to date

Russell School International

- Complete accounting function for the subsidiary
- Preparation and submission of periodic VAT/National statistics returns

General Responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (always including Child Protection) Policy and Procedures.
- Arrange cover/authorise staff holidays for the Finance team as required, ensuring there is sufficient resource and cross training to enable staff to cover each other's roles.
- Participate in further training and developmental opportunities offered by the School, to further skills and knowledge
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population
- Always display correct staff identification whilst on site
- Adhere to departmental policies and procedures to ensure personal safety as well as the safety of colleagues, pupils and visitors
- Carry out other reasonable duties as requested by the Director of Operations or members of the School Leadership Team



Person Specification

Criteria assessed by Application (A) and Interview (I)

Qualifications and Experience

Essential

- Qualified or part-qualified accountant (A)
- Experience of preparing monthly trial balances and management accounts (A)
- Experience of preparing monthly balance sheet reconciliations (A)
- Analysing data and preparing clear spreadsheets (A)
- Experience in completing VAT returns and Nationals Statistics returns (A)
- Experience of using accounting software (A)
- Experience of maintaining a Fixed Asset Register (A)

Desirable

- CIMA or ACCA part or fully qualified (A)
- Experience of working in the education sector (A)
- Experience of Sage, Xero or Accounts IQ (A)

Knowledge and Skills

Essential

- Meticulous administration, planning and the ability to meet targets and deadlines (A & I)
- Attention to detail and ability to work with accuracy (A & I)
- Familiarity with Microsoft Office applications (A & I)
- Advanced Microsoft Excel (A & I)

Desirable

- Knowledge of child protection and safeguarding policies (A & I)

Personal Attributes

Essential

- Friendly and approachable with a can-do mind-set (I)
- An ability to communicate succinctly, effectively and attractively both orally and in writing (A & I)
- Tact, sensitivity and the ability to handle confidential material with discretion (A & I)
- High degree of personal motivation, initiative, energy, creativity and drive (A & I)
- Able and willing to adopt a flexible attitude to working hours (A & I)
- An interest and empathy with the ethos and aims of Royal Russell School (A & I)



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave (for full time support staff)
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at:
www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal
Russell

www.royalrussell.co.uk

Royal Russell School, Coombe Lane,
Croydon, Surrey, CR9 5BX

