



DULWICH PREP LONDON

Values & Academic Excellence since 1885



FINANCIAL CONTROLLER

CANDIDATE INFORMATION



HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 135 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.

We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration and facilitates engaging communication skills while recognising that each child is on their own journey of discovery.

We passionately believe in the whole child. Therefore, our broad and enriched education will enable our pupils to go beyond the expected and towards the exceptional.

We seek to work in partnership with parents to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision-making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

I look forward to receiving your application.

A handwritten signature in black ink that reads 'Louise Davidson'.

Louise Davidson
Head Master





OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success. Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

OUR VALUES

Dulwich Prep London inspires excellence, and the character of our pupils measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and the right conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and always to have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

ABOUT US

Since 1885 Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK, with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores in standardised tests. Secondly, and arguably more importantly, we look for children that will thrive at the Prep and make the best of everything we have to offer.



50+
Senior School
Destinations



70+
Scholarships
Awarded in
2020-2021

150+
Co-curricular
Clubs, Activities
and Trips



20+
Musical Ensembles
15+
Stage Productions



25+
Acres of Open
Space and a
Swimming Pool



10+
Sports
Played at Every
Level

7.00am - 7.30pm
Extended Day
Provision



12+
Alumni and
Friends School
Community Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad expertise to provide our pupils with the highest quality education. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character, and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alums and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

JOB DESCRIPTION

The role carries responsibility for the finance operation of the school, Dulwich Prep London, the Trust, Dulwich Preparatory Schools Trust, and the closed defined benefit pension scheme. The school has several different streams of revenue and funds that need to be accounted for, including fees, co-curricular, holiday clubs and lettings. The Trust charges rent to the two entities underneath it. This role reports to the Bursar.

DUTIES & RESPONSIBILITIES

PREPARATION OF FINANCIAL INFORMATION & BUDGETING

- Preparation and development of management accounts, overseeing reconciliation of control accounts and analysis of variances between budget and actuals.
- In conjunction with the Bursar preparation of budgets, forecasts and cash flows and ongoing performance monitoring against budgets.
- Preparation of statutory accounts and audit files for Dulwich Preparatory Schools Trust (consolidated with Dulwich Prep London and Dulwich Prep Cranbrook) and Dulwich Prep London and the pension scheme (audit files only) and working with the auditors.
- Development of new financial systems to ensure efficiencies are delivered within the team. Ensure all finance processes and systems are appropriate for the school's needs and continue to develop and improve as required. The school currently uses WCBS and is looking to develop this to move to more efficient practices.

- Ensure proper accounting for restricted funds.

ACCOUNTING, FINANCE & TREASURY

- Overall responsibility for accurately maintaining the school's accounting records, including fees ledger, sales ledger, creditors ledger, fixed asset register, bank reconciliations, nominal ledgers and other control accounts.
- Ensure that the accounts team maintain records, and input prime entries, in respect of all monies received by the school and all payments made.
- Making payments by credit card, direct debit, BACS and other electronic means after rigorous attention to the controls over the purchase ledger function.
- Preparation of the fixed asset registers ensuring they are maintained in good order, ensuring all transactions are recorded appropriately and depreciation is processed in a timely and appropriate manner.

- Manage recovery of debts as raised by the Fee Administrator.
- Administration and accounting for donations, including the receipt of gift aid.
- Data entry, e.g. journals, cashbook entries, as required.

PAYROLL

There is a Payroll Manager who runs four payrolls:

- Dulwich Prep London staff,
- Holiday Club staff
- Trust staff
- DB pension payroll

The Financial Controller will line manage the payroll activities and work seamlessly with the HR team and Bursar to ensure that salaries are accurate and paid on the date due.

This will include the following:

- Review the monthly and weekly payroll records, checking for accuracy and completeness.
- Ensuring all returns, including HMRC and pensions, are completed on time

OTHER DUTIES

- Preparation of benchmarking surveys, censuses, returns etc, as and when fall due.

- Oversee the financial management of the school's utilities; gas, electric, council tax and water of all the premises, business and residential.
- Preparation and submission of insurance claims.
- Oversee the Finance team's work and develop, motivate and appraise staff, ensuring high-performance standards are achieved and maintained.
- Undertake project work and other duties from time to time as directed by the Bursar.

LINE MANAGEMENT

The role will line manage the following:

- Fee Administrator
- Payroll Manager and Finance Assistant
- Purchase Ledger Clerk
- Finance Assistant

TRAINING & DEVELOPMENT

- Regularly review own practice and collaborate with the Head of Section to set personal targets and take responsibility for own continuous professional development.
- Attend relevant courses and learning activities to update knowledge as required.

PERSON SPECIFICATION

ESSENTIAL

- Qualified Accountant (ACCA/CIMA/ACA).
- Strong technical financial and management accounting skills with a minimum of five years' experience of working in finance.
- Excellent IT skills, including the use of Excel and Word packages.
- Led and managed a team of finance staff, providing support, guidance, and training to ensure high performance and development opportunities.
- Familiarity with one or more financial packages.
- Excellent communication and organisational skills
- Ability to work under pressure and systematically use own initiative with attention to detail.
- Proactive in their working environment.
- Flexible approach and willing to get 'hands-on' to ensure jobs get done and meet deadlines.

DESIRABLE

- Experience of payroll/pension.
- Experience of working in a school environment.





WORKING AT DULWICH PREP LONDON

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

REMUNERATION

- Competitive salary £44,000- £52,000 p.a. (based on a full time salary of £55,000 - £65,000 p.a.)
- Generous defined contribution pension scheme
- Life assurance
- Free school lunches
- Enhanced sickness, maternity, paternity and adoption pay entitlements
- Free access to our School Counsellor
- Cycle to work scheme
- Wide range of professional development opportunities
- School fee remission
- Easter and Summer holiday camp discounts
- Healthcare Cash Plan scheme
- Employee assistance programme

Terms & Conditions

- Four days/week (30 hours), with a 30-minute unpaid break. Minimum three days a week in the office. All INSET days and major school events, such as Celebration and Open Day.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.

Application & Interview Process

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to [Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Friday 9 June 2023
- Interviews: Week Commencing: 19 June 2023
- Start Date: ASAP

Appointment

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references which are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS), clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the school.
- Verification of your medical fitness for the role and satisfactory completion of the probationary period.
- Any further checks the school deems necessary if you have lived or worked outside of the UK will include an overseas criminal records check or certificate of good conduct and may include professional references.

EQUAL OPPURTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including online checks and checks with past employers and the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

