

## MANAGEMENT ACCOUNTANT PERMANENT

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28<sup>th</sup> in 2022), and we are ranked 30<sup>th</sup> for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**



## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging co-curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

The role will report to: Head of Finance

St Helen's is looking to appoint a Full time permanent Accountant to join our Finance Department. This role is Monday to Friday, based on site throughout the year. Core office hours are: 08.30am – 5.00pm.

## MAIN RESPONSIBILITIES

- You will support the Head of Finance with the preparation of the annual budget for the school, including supporting schedules and all elements of income and expenditure, including salaries
- Input the annual budget into the accounting system
- Prepare monthly management accounts for budget holders, including variance analysis and full-year projections and other updates as agreed with Head of Finance
- Develop and maintain the performance dashboard
- Monitor/review financial transactions and ensure best value and practice
- Support the year end closedown and preparation of statutory accounts
- Support the audit process and assist with preparation of necessary working papers and audit file
- Support review of current processes and drive forward implementation of new technologies to streamline the functions of the department including financial access across the school
- Preparation and submission of regulatory and annual returns as directed by the Head of Finance
- Ad-hoc financial and process analysis as required



## THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- CIMA/ACCA qualified
- Minimum of 2 years relevant experience
- Experience of producing management accounts
- Advanced Excel skills that enable the manipulation and analysis of data
- The ability to work to tight deadlines
- Numerate with excellent analytical and problem-solving skills
- Team player
- Ability to communicate effectively with a range of stakeholder

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of using Sage 200

## BENEFITS

- Membership of a workplace pension scheme with up to 10% employer contributions
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

## SALARY

Up to £45,000 per annum, depending on qualifications and experience

## APPLICATION PROCESS

Closing date: **8am Monday 3<sup>rd</sup> April 2023**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Head of Finance and members of the Human Resources team, undertake a skills test, and have a tour of the school with other members of the Finance department.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

