Candidate Information

TONBRIDGE SCHOOL

MANAGEMENT ACCOUNTANT



THE DEPARTMENT

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. Founded in 1553, the School combines a rich history with a forward-thinking approach, offering an exceptional education to around 800 boys, aged 13 to 18 at its Tonbridge campus and around 300 boys at its preparatory school, The New Beacon, in Sevenoaks.

The Finance Department provides a complete budgetary, financial processing and reporting function for the Tonbridge School Group comprising Tonbridge School (Tonbridge), The New Beacon (Sevenoaks), a trading subsidiary, Tonbridge Services Limited, and a fundraising charitable trust, The Tonbridge School Foundation, as well as a number of other related charities and funds. The Group's activities are diverse and stimulating, incorporating both a senior and preparatory school at its heart, with a private members' sports club, Recre8 educational courses, a thriving theatrical venue, Events programming and a School Shop forming part of its developing commercial activities.

The Finance team is based on the Tonbridge campus and comprises a dedicated team of accountants and administrators providing a professional and comprehensive service to parents, staff and customers throughout the year.



JOB DESCRIPTION

Job Title Management Accountant

Reporting To Assistant Director of Finance

Main Purpose To provide a high-quality finance function across the Tonbridge School Group, supporting day-to-day financial processing and the production of complete and accurate financial information, and to support statutory audit preparation across Group entities.

Key Relationships

- Director of Finance, Assistant Director of Finance, and colleagues in the Finance team
- The Tonbridge Society Team
- Budget holders and senior staff at Tonbridge School and The New Beacon
- Parents, donors, members and customers
- External auditors, investment managers and HMRC

MAIN DUTIES

The Tonbridge School Foundation:

- Provide a complete accounting function for The Tonbridge School Foundation, including prime entry processing, bank reconciliations, budget setting, forecasting, monthly management accounts, statutory financial statements and routine reporting to Governors' committees.
- Reconcile the finance system with the fundraising database on a regular basis.
- Prepare, submit and administer Gift Aid claims.
- Reconcile and process the Foundation's investment transactions on a quarterly basis.
- Establish financial protocols and procedures for all new fundraising initiatives.
- Prepare the Foundation's Charity Commission Annual Return for submission.

Fees in Advance, Scholarships, Bursaries, Prize and Ancillary Funds:

- Provide a complete administrative and accounting function for the Group's Fees in Advance Scheme, including prime entry processing, bank reconciliations, forecasting, management and statutory reporting, and liaison with parents and investment managers.
- Prepare and coordinate Fees in Advance illustrations for parents.
- Provide a complete accounting function for the Group's Scholarships, Bursaries, Prize and ancillary funds, including prime entry processing, bank reconciliations, forecasting, and management and statutory reporting.
- Reconcile and process investment transactions for the Fees in Advance Scheme and the Scholarships, Bursaries, Prize, and ancillary funds on a quarterly basis.
- Prepare the Charity Commission Annual Returns for the related charitable funds.

St Augustine's Chapel Charity:

- Provide a complete accounting function for St Augustine's Chapel Charity, including prime entry processing, bank reconciliations, budget setting, forecasting, monthly management accounts, statutory financial statements and routine reporting to Trustee meetings.
- Prepare, submit and administer Gift Aid claims.
- Reconcile and process the Chapel's investment transactions on a quarterly basis.
- Prepare the Chapel's Charity Commission Annual Return for submission.

Reporting, Budgets and Audit:

- Support the financial processing and reporting of the main School charity and other Group entities as required, including budget setting, forecasting and monthly management and financial reporting.
- Support statutory audit preparation across the Group, with specific responsibility for liaising with the external auditors on the audits of The Tonbridge School Foundation, the Fees in Advance Scheme, and the Scholarships, Bursaries, Prize and related funds.
- Support budget holders in monitoring their budgets and adhering to financial procedures and controls, communicating and interpreting financial information for non-financial managers.
- Assist with the finalisation and submission of quarterly VAT returns.

Transaction Processing:

- Coordinate the processing and reporting of charitable collections across the Group.
- Process and reconcile the Group's payment card transactions.
- Scrutinise, code and review staff expense claims, ensuring compliance with the Group's expenses policy.
- Undertake the budgeting and financial processing of School trips.
- Support the processing and recovery of non-fee income and recharges across the Group.
- Prepare month-end balance sheet reconciliations for areas of responsibility.

Compliance and Systems:

- Keep up to date with statutory, Charity Commission and HMRC changes relevant to the post, identifying and implementing changes to systems and processes to ensure ongoing compliance.
- Maintain effective internal financial controls and contribute to the continuous improvement of finance systems and processes.

General:

- Support Finance team colleagues in their roles, providing cover as required.
- Maintain accurate filing and archiving in line with the Group's data retention policy.
- Undertake any other reasonable duties as requested by the line manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in our Schools, he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Qualification

- Professional accounting qualification (ACA, ACCA, CIMA, AAT or equivalent).

Experience and Knowledge

- At least two years' experience as a management accountant.
- Experience of preparing management accounts, budgets and forecasts.
- Experience of high-volume processing in a computerised environment, working to deadlines.
- Experience in a finance department in the education or charity sector would be desirable.
- Experience of preparing statutory financial statements and supporting external audits.
- Experience of the ISAMS and AccountsIQ systems would be an advantage.

- Sound knowledge of business processes, financial systems and internal controls.
- Working knowledge of VAT.
- Knowledge of charity accounting, including the Charities SORP (FRS 102) and Gift Aid would be an advantage.
- Knowledge of payroll processing, benefits and pensions would be an advantage.

Skills and Abilities

- Excellent verbal and written communication skills, with the ability to deal with a wide range of people in a professional and friendly manner.
- Fully computer literate with advanced Excel skills and confidence in the use of Microsoft 365 (including OneDrive and Teams).
- Excellent standard of numeracy, accuracy and attention to detail.
- Proven organisational and time management skills and a 'can do' attitude.
- Highly efficient with the ability to work under pressure and to tight deadlines.
- Ability to use own initiative and to take direction, as required.
- Ability to explain financial information clearly to non-financial colleagues.

Personal Attributes

- Team player with willingness to support others in their roles.
- A commitment to excellence.
- Self-motivated, flexible and pro-active.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Honest and trustworthy with the ability to exercise discretion, understanding and confidentiality in the execution of all duties.
- Hardworking, dependable, punctual and professional in approach to work.
- Willingness to participate in continuous training and development.

HOURS OF WORK

This is a full-time, all-year-round post of 36.25 hours per week, worked Monday to Friday from 9am to 5.15pm with a one-hour unpaid lunch break.

Flexibility will be required at busy times of the year, such as budget setting, committee reporting and the annual audit, and the post-holder will be asked to avoid taking annual leave during these periods.

REMUNERATION AND BENEFITS

Competitive annual salary dependent on qualifications, skills and experience, and generous benefits package including:

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Cycle to Work scheme.
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at http://www.tonbridge-school.co.uk/jobs

Apply via our online application form or send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Monday 9 November at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



TONBRIDGE
ONLY CONNECT

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977
The information contained in the brochure is accurate at the time of going to press

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