

POST TITLE

Management Accountant

RESPONSIBLE TO

Finance Manager

LEH
LADY ELEANOR HOLLES

MAIN PURPOSE OF JOB

The Management Accountant will play a key role in supporting a wide range of finance activities, including taxation, statutory submissions, month-end reporting, budgeting, and residential trips analysis.

The Management Accountant will be joining a high-performing, efficient finance team with strong processes already in place. This role is about contributing steady, reliable support that helps the team continue to excel. By working closely with the Finance Manager and the Finance Team, the successful candidate will play a key role in sustaining the team's accuracy, efficiency, and robust internal practices, ensuring the finance function remains a trusted and effective part of the School.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).





LEH
LADY ELEANOR HOLLES



Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

TAXATION

- Prepare Corporation Tax for subsidiary and joint venture.
- Draft quarterly VAT returns, including partial exemption calculations.
- Complete and submit the annual PSA (PAYE Settlement Agreement).

MANAGEMENT AND STATUTORY ACCOUNTANTS

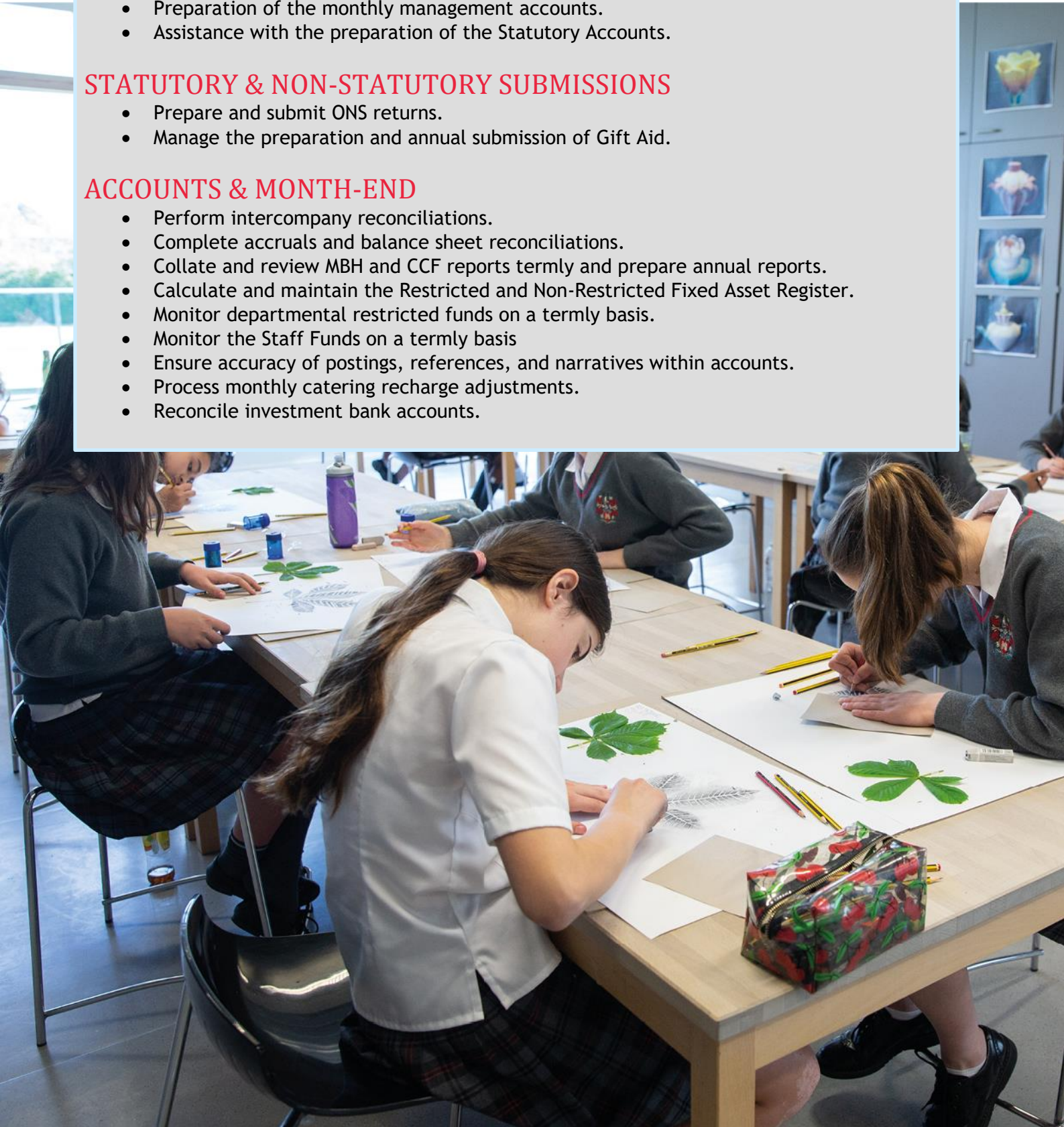
- Preparation of the monthly management accounts.
- Assistance with the preparation of the Statutory Accounts.

STATUTORY & NON-STATUTORY SUBMISSIONS

- Prepare and submit ONS returns.
- Manage the preparation and annual submission of Gift Aid.

ACCOUNTS & MONTH-END

- Perform intercompany reconciliations.
- Complete accruals and balance sheet reconciliations.
- Collate and review MBH and CCF reports termly and prepare annual reports.
- Calculate and maintain the Restricted and Non-Restricted Fixed Asset Register.
- Monitor departmental restricted funds on a termly basis.
- Monitor the Staff Funds on a termly basis
- Ensure accuracy of postings, references, and narratives within accounts.
- Process monthly catering recharge adjustments.
- Reconcile investment bank accounts.





BUDGETS & ANALYSIS

- Respond to budget holder queries on budgets and expenditure to date.
- Prepare and distribute annual budget templates.
- Support the Finance Manager in preparing the Annual Budget.

TRIPS – ADMINISTRATION, COSTING & MONITORING

- Collaborate with trip leaders to discuss and price international trips.
- Reconcile trip expenses against actuals and manage refund proposals for residual funds.

LINE MANAGEMENT SUPPORT

- Assist with the line management of Finance Assistants and the Billing Officer.

OTHER DUTIES

- Analyse financial processes to identify opportunities for optimisation and efficiency.
- Contribute to continuous improvement within finance systems and processes.

GENERAL

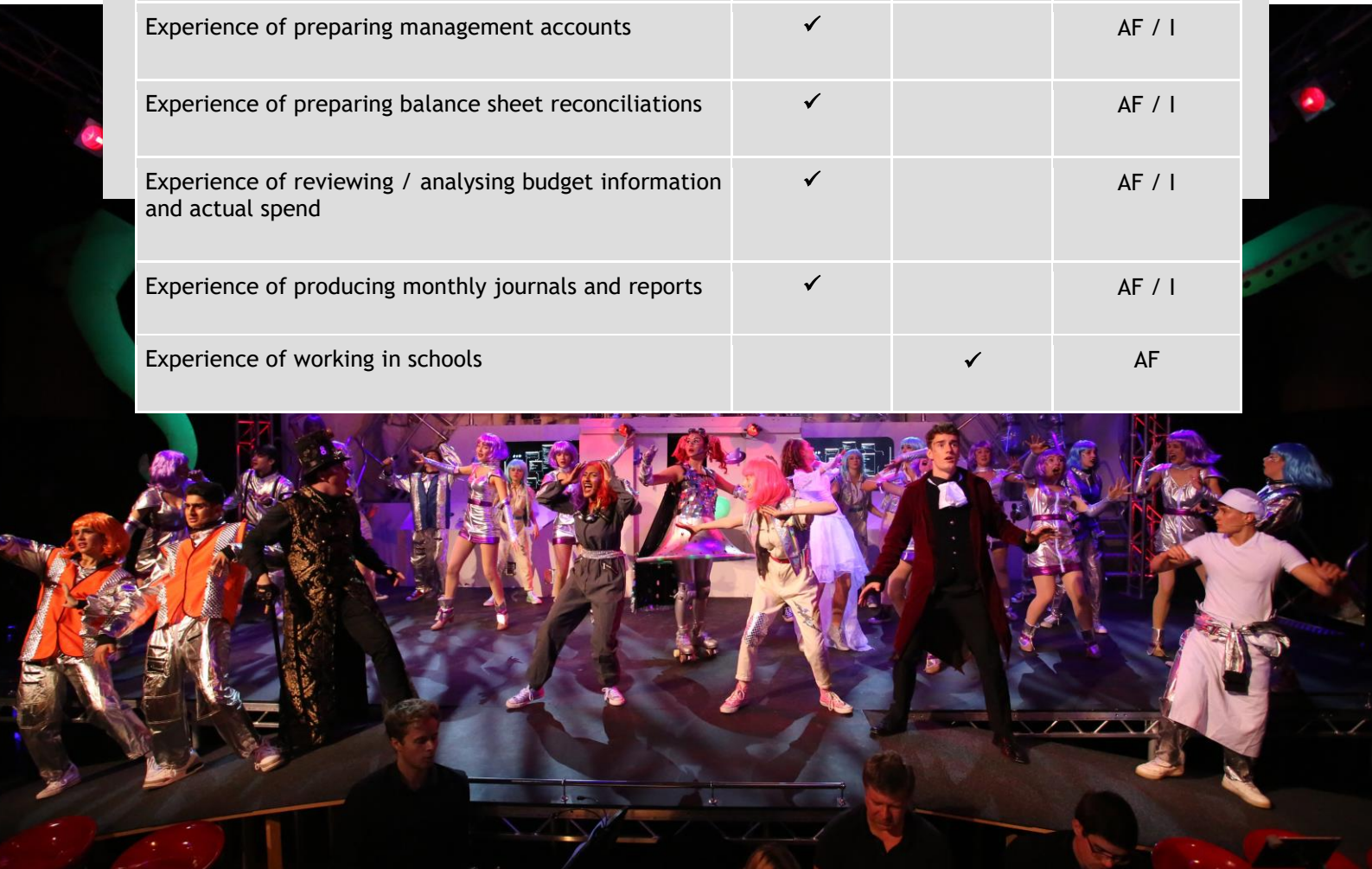
- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Finance qualification (e.g. ACCA, CIMA or ACA)	✓		AF / I
Minimum 2 years' experience working in a Finance Role	✓		AF / I / R
Strong knowledge of accounting and reconciliation practices.	✓		AF / I
Experience with tax submissions and financial reporting.	✓		AF / I
Excellent analytical and problem-solving skills	✓		AF / I
Strong knowledge of Excel and other Microsoft Office Applications	✓		AF / I
Ability to work accurately under pressure and to deadlines	✓		AF / I
Experience in a role that involved dealing with a variety of customers/stakeholders.	✓		AF / I
Experience of preparing management accounts	✓		AF / I
Experience of preparing balance sheet reconciliations	✓		AF / I
Experience of reviewing / analysing budget information and actual spend	✓		AF / I
Experience of producing monthly journals and reports	✓		AF / I
Experience of working in schools		✓	AF





MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a permanent, part-time position working 25 hours per week (Monday - Friday), 35 weeks per year (term-time plus 1 week).

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The pro rata salary for this role will be £21,584 - £23,995 (0.50 FTE) per annum, based on a full-time equivalent annual salary of £43,167 - £47,990.

Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

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