



EPSOM  
COLLEGE

Management Accountant



# Welcome to Epsom

Thank you for your interest in our school. I am into my second year here and can tell you – both as a parent and Head – that Epsom is a very special place. We're fortunate to have beautiful grounds, wide-open spaces and excellent facilities.

Our academic results are strong, and we're proud of our sport, co-curricular programme and pastoral care. What strikes me most, however, is the warmth of our community, the genuine enthusiasm of our pupils, and the dedication of staff who truly care about every child in their charge.

## INDIVIDUAL ATTENTION

Epsom College has a clear mission: to help young people to lead fulfilling lives and make meaningful contributions to the world.

We're pleased that our pupils consistently achieve strong academic results – 91% securing A\*-B at A-level – and they follow diverse paths to top universities, pioneering startups, creative ventures, and entrepreneurial pursuits. Yet academic excellence is just the foundation.

I hope our pupils will leave with memories, friendships, ideas and imagination that will serve them for life.

I want them to discover talents they didn't know they had and to develop the confidence to tackle whatever challenges await them. I encourage them to take appropriate risks, to ask thoughtful questions, and to pursue their passions with determination.

## NATIONAL RECOGNITION

We're grateful for recent recognition: The Sunday Times named us the UK's most-improved school in 2024, School Sport magazine ranked us as the leading co-ed school in South East England, and Tatler describes Epsom as a school that "constantly burnishes" its reputation.

But we continue to evolve. And our future success depends on the quality of the staff we bring into our community. I hope you come and meet us and leave as excited about Epsom's future as I am.

Mark Lascelles,  
Head, Epsom College

# Job Purpose and Department

## Job Purpose

Epsom College seeks to appoint a qualified and experienced Management Accountant to support the Director of Finance in delivering a robust financial service across the College, its three subsidiaries, an associated charity, the Royal Medical Foundation and the parent organisation, the Royal Medical Foundation of Epsom College.

This pivotal role will lead on management accounting and reporting and support the Director of Finance with financial analysis and will play a key part in ensuring the accuracy, efficiency, and strategic value of financial operations.

The post holder will work closely with other members of the finance department as well as internal stakeholders (heads of departments and/or other budget holders) to provide insightful financial information on the activities of the College and its commercial operations. The role will also work with external auditors and advisors to deliver a smooth and efficient audit.

## Finance Department

Others in the Finance Team include Accounts Assistants for Fees and Purchase ledgers and credit cards, a Payroll Manager and a Payroll Assistant. Responsibilities for fees, credit control, accounts payable and other transactional matters are divided as appropriate.

The post holder will need to be a part or fully qualified accountant who has an excellent knowledge of accounts preparation and financial software packages and systems. They should be proactive, well organised, and be able to build and maintain effective working relationships with both financial and non-financial staff at all levels.





# Role and Responsibilities

## Management Accounting & Reporting

- Prepare termly and monthly management accounts for Epsom College and its subsidiaries including variance analysis and commentary and assisting with the preparation of Board papers.
- Develop and maintain dashboards and reports using PowerBI to enhance financial insight and decision-making.
- Prepare and review monthly and yearly balance sheet reconciliations including bank reconciliations for all entities.
- Support the preparation of quarterly accounts for the Royal Medical Foundation.
- Raise invoices for the commercial operations of the subsidiary companies and liaise with the Assistant Events Manager.
- Work with Director of Finance on budgeting and forecasting processes, supporting budget holders across departments and organisations in the group.

## Statutory accounts, returns and audit

- Support the preparation of statutory accounts and liaise with external

auditors during the audit process.

- Prepare and review balance sheet reconciliations for all entities.
- Assist the Director of Finance in providing information to external auditors and advisors and internal stakeholders and take full ownership for the preparation of the audit files for the subsidiary companies.
- Prepare statutory returns for the subsidiary companies.
- Prepare VAT returns the subsidiary companies.

## Financial Operations

- Oversee general ledger activities including journal postings, reconciliations, and month-end processes.
- Support Accounts Assistant – Sales Ledger with the preparation of fee invoices each term, specifically to provide support with technical accounting queries in relation to how to process certain more complex entries and to review fee invoices to prior to distribution to parents.
- Maintain fixed asset registers and support capital project accounting.
- Ensure compliance with VAT

regulations and assist Director of Finance with quarterly submissions.

- Generally support the Finance Department as and when reasonably requested by the Director of Finance or Chief Operating Officer.

## Systems & Process Improvement

- Act as a key user of financial systems, support upgrades and process improvements.
- Contribute to the development of financial policies and procedures.
- Champion the use of PowerBI and other analytical tools to drive data-led decision-making.

## Team Collaboration & Leadership

- Work closely with the Director of Finance and wider finance team to ensure smooth departmental operations.
- Provide support and guidance to junior finance staff as required.
- Deputise for the Director of Finance when necessary.

# Person Specification

## Essential

- ACA, ACCA, CIMA or equivalent qualification.
- Proven experience in management accounting and financial reporting.
- Excellent Excel and financial systems skills.
- High attention to detail and analytical capability.
- Strong communication and interpersonal skills.
- Working knowledge of PowerBI and data visualisation tools.

## Desirable

- Experience in the independent education sector.
- Familiarity with charity accounting and SORP.
- Experience with Sage200, Sage50 or similar systems.





# Terms and Conditions

- Salary: £45,000 - £55,000 dependent on experience and qualifications
- Hours: Full-time (40 hours per week - 8.30 am to 4.30pm with half an hour (paid) for lunch, all year round)
- Holidays: Entitlement will be 28 days per annum, inclusive of bank holidays. This entitlement rises by one day per year up to a maximum of 33 days per annum inclusive of bank holidays.
- Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by The Pensions Trust and eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of basic salary and the College will contribute 4% in compliance with current legislation.
- Benefits:
  - Private health care
  - School fee discount
  - Life Assurance
  - Meals and refreshments free of charge during working hours
  - Free use of fitness suite at certain times
  - Free car parking on site

## Method of Application

Candidates to complete an application form which can be downloaded via our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk). To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible.

If you have any questions about the role, please contact the HR team on [hr.recruitment@epsomcollege.org.uk](mailto:hr.recruitment@epsomcollege.org.uk)

- Closing date for applications: **6<sup>th</sup> February 2026**

# Safeguarding and Equal Opportunities

## SAFEGUARDING

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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.

In compliance with statutory safer recruitment regulations, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK.

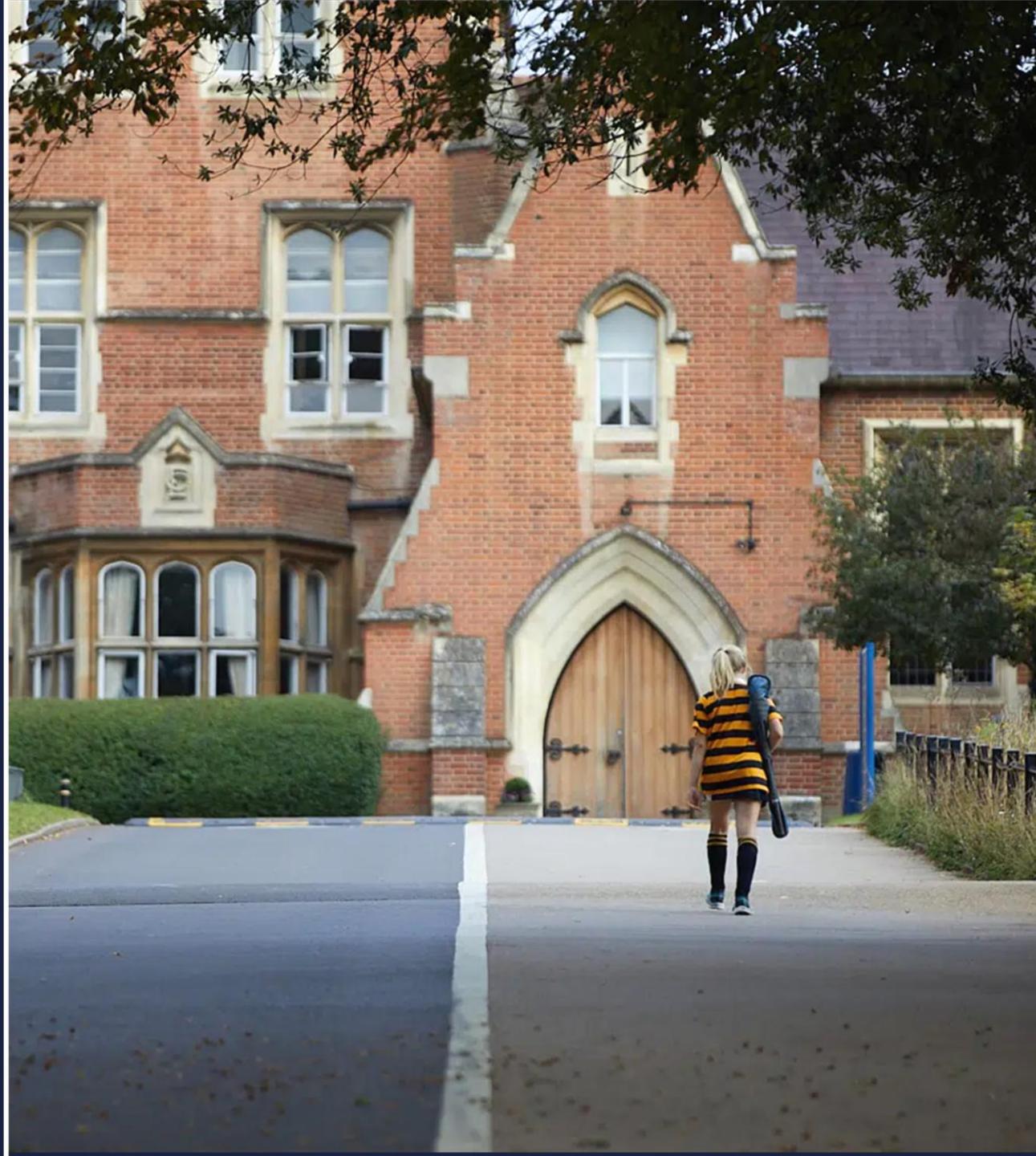
Prior to interview, an online search of internet

search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

## EQUAL OPPORTUNITIES EMPLOYER

Epsom College is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity.

Employment decisions throughout the school are made without regard to any status protected by law. If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR department or detail any adjustments on the application form.





# EPSOM

C O L L E G E

[WWW.EPSOMCOLLEGE.ORG.UK](http://WWW.EPSOMCOLLEGE.ORG.UK)