

MANAGEMENT ACCOUNTANT

SALARY: £32,418 - £38,883 dependent on experience and qualifications

We are currently recruiting for the new position of Management Accountant due to the growth in workload within the department and an increasing need to establish cover for the duties of the Director of Finance.

The School's finances have become more complex in recent years as the School and its operations have grown. Not only does the School receive income from the Government, but it also has a strong income stream from its lettings, particularly sports lettings. In addition, significant sums are raised through fundraising, and there is a large turnover in areas such as our in-house catering operation. We are aiming for significant growth in all these areas of the business of the School, and the creation of this new position will help facilitate this.

The post holder will be predominantly responsible for ensuring that the source accounting records are complete and where necessary reconciled, and preparing the monthly management accounts to a level that they can be presented to the senior management team and board of trustees. The role will also have an important element of budgeting and maintaining the multi-year financial plan, initially assisting the Finance Director before taking a leading role.

The position is full time, but slightly reduced part time hours will be considered.

Tiffin School is a boys' selective state school with a mixed Sixth Form. It has a vibrant and friendly staff, with a diverse mix of teachers and support staff. The location is close to Kingston town centre, with excellent public transport links to Central London. We are close to Richmond and Bushy Parks, and the Surrey countryside. Benefits include Cycle to Work scheme and LGPS Pension. For a good feel of the School, please look at the Head's Newsletters on the website.

Please see our website for information about the role, including the Job Description, Person Specification and application form. Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications. CVs will not be accepted as applications. No recruitment agencies please.

Closing Date: noon on 2 November 2020