

DULWICH COLLEGE
FOUNDED 1619

Information for Candidates

Accountant- Dulwich College Enterprises (DCE) and
Dulwich College Enterprises Overseas (DCEO)





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Welcome

Dear Potential Applicant

Thank you for your interest in working at Dulwich College. We are a school committed to providing a wealth of opportunities to pupils and colleagues within a nurturing, equitable and caring ethos.

The College is served by a dedicated and increasingly diverse staff body, comprising some 250 teachers and over 350 operational staff colleagues, who work with a pupil body of around 1,850 across the Senior and Junior Schools and in our co-educational nursery and infant school at DUCKS.

Dulwich College is committed to an ambitious educational vision and social mission: our educational vision is to provide an inspiring education based on the primacy of the classroom within a holistic education; our social mission is to provide access to our education for children of all backgrounds through our bursary provision and the partnership and outreach work carried out by pupils and staff. There are currently over 200 pupils at the College benefiting from means-tested bursary support and we have an ambition to increase this number in the years ahead.

Through the work of our Equity, Diversity and Inclusion (EDI) Forums, wider Pupil Voice initiatives and our forward-looking approach to sustainability, our ethos is one of equity, diversity and inclusion for our pupils and colleagues.

Do read the profiles of some of our staff in this candidate pack, where you'll also find details of some of the benefits of working at Dulwich College. We are committed to providing an excellent place to work where staff can develop their expertise and experience.

You can find out more about every aspect of a College education and our commitment to our wider community on our website www.dulwich.org.uk

As ever
Dr Joe Spence
The Master



The College

Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website www.dulwich.org.uk



Vision, Values and EDI

Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

Values

Our values are:

Equity for all;
Respect for all; and
Service engagement of all.

Through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Katy Millis
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Leslie Okyne
Transport Manager

My role in my previous company as a Sales manager in a passenger transport firm meant that I had to manage a few accounts, including Dulwich College's (Foundation Schools' Coaches) account, as we supplied them with daily coaches. When I bumped into the Transport Manager role on the Indeed website, I did not hesitate to apply for the job, and was very chuffed when I was successful. Working in this capacity has taught me a lot in five years, and Dulwich College has allowed me to blossom into a more responsible individual. Working here has enabled me to acquire new leadership skills and has taught me how to adapt quickly to change.



Jo Foster
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.

“Pupils are exceptionally adept at developing learning styles that suit them individually”

ISI Report, Nov 2021



The role

Accountant – Dulwich College Enterprises (DCE) and Dulwich College Enterprises Overseas (DCEO) at Dulwich College

The Finance department has an exciting opportunity for an Accountant to join their busy, high functioning department.

The post holder will assist the Financial Controller (FC) and Chief Financial Officer (CFO) with their responsibilities for the financial management of Dulwich College, with a focus on Dulwich College’s commercial activities which are operated through its subsidiaries DCE and DCEO.

The primary focus of the role will be management accounting but will also include supporting the FC and the CFO in the preparation of the annual report and accounts. The role incorporates maintaining appropriate financial systems and controls, ensuring the College complies with all financial regulatory requirements, and that internal financial information is available to support the financial decision-making processes. It includes taking particular responsibility for the nominal ledger of DCE and DCEO and providing assistance and cover in all areas within the Finance Department.

You will be self-motivated with excellent analytical and numerical skills and have the ability to proactively problem solve. You will be qualified or a part-qualified accountant with a minimum of three year’s experience of working within an accounts department in a comparable sized organisation. Experience of working with Power Bi or a similar data visualisation tool and implementing system changes or process improvements is advantageous.

60+
clubs and societies
representing enthusiasm,
innovation and diversity

150
visiting speakers at the
College every year

200
pupils at Dulwich have free
or subsidised places

“Pupils of all ages develop excellent knowledge, understanding and skills benefitting from well-structured, engaging lessons”

ISI Report, Nov 2021

“We encourage the boys to question everything, to be as empathetic as possible and strive for excellence in everything they do.”

Sameer Tanna,
Head of Middle School



Job description

Job title

Accountant- Dulwich College Enterprises (DCE) and Dulwich College Enterprises Overseas (DCEO)

Reporting to

Financial Controller and Chief Financial Officer

Period of employment

Permanent

Hours of work

37.5 hours per week, Monday to Friday, all year round. Normal working hours are 8.30am- 5.00pm with an hour's unpaid lunch break.

Salary

Competitive and dependent on experience

Tasks and duties

Core Duties (for both DCE and DCEO unless otherwise specified):

Management accounting and business partnering

- To drive the preparation of consolidated annual budgets including collating, entering and reviewing budget proposals from budget holders (excluding salaries).
- To ensure the completeness and accuracy of all nominal ledger postings.
- To prepare, code and post, nominal ledger journals as appropriate.
- To prepare first draft quarterly management accounts including supporting schedules, cross-charges, accruals and prepayments etc.
- To prepare quarterly budget v actual reports for presentation to and discussion with the DCE Commercial Director, DCE Heads of Department and Directors of DCEO to assist them in controlling their budgets.
- To liaise with budget holders, managers and staff to ensure the efficient



and speedy processing of all transactions.

- To perform a quarterly review of debtors (DCE).
- To assist in the preparation of financial information, including final management accounts, cash flow forecasts, investment schedules and other reports for distribution to the Company Directors.

Financial accounting

- To prepare and complete monthly bank reconciliations.
- To perform regular reviews of the trial balance including completion of balance sheet reconciliations and reviews.
- To process events imports on receipt and complete quarterly sales ledger reconciliations (DCE).
- To prepare and distribute invoices.
- To prepare and review quarterly VAT returns (DCE) ahead of FC / CFO review and approval.
- To submit quarterly VAT returns.
- To manage the annual FX hedging process (DCEO).
- To prepare first draft annual financial statements including supporting schedules.
- To support the FC and CFO in the interim and final audit processes.

General finance support

- To maintain accurate and complete books and records.
- To communicate with all levels within the organisation including presenting financial information to non-finance members of staff and dealing with general queries and requests within the Finance Office, including those received daily from staff and pupils.
- To assist with processing of any urgent payments.
- To maintain the accounts portal on the staff intranet for financial reports for budget holders.
- To present reports to the FC and CFO to aid business decisions.

Additional duties

- To cover the responsibilities of the other Accountants and Accounts Assistants when they are absent. This includes providing cover for term time only staff during College holidays.



- To identify improvements to procedures and processes, in order to limit inefficiencies and weaknesses within the Finance department. To highlight these improvements to the FC and / or CFO.
- To support as needed within the department and liaise with the software providers to update and develop the main accounts system (Dynamics GP) and peripheral systems to optimise efficiency and functionality.
- To monitor all processing within the department and highlight to the FC or CFO any potential problems with financial controls, effectiveness and efficiency.
- To help maintain and update the Department Procedures and Controls Manual, including preparing and updating procedure notes and other documentation as necessary.
- To train other members of the department as required.
- To carry out miscellaneous duties as required by the FC or CFO.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

Essential qualifications

- A qualified or part-qualified accountant (ACA/CA/ACCA/CIMA/CIPFA).
- Minimum of three years' experience working within the finance office of a comparable sized organisation.
- Experience with preparing and managing budgets and maintaining cost control
- Strong IT skills, in standard Microsoft 365 Office applications (Excel, Word and PowerPoint) and core finance ERP systems (preferably Microsoft Dynamics GP).
- Strong communications skills in various forms and good interpersonal skills, including experience of supporting middle managers for whom budgeting, budget monitoring and financial management is not a primary



focus.

Desirable qualifications

- Experience of working with Power Bi or similar data visualisation tools is an advantage.
- Experience of implementing systems changes and process improvements.

Personal Qualities

- Excellent analytical and numerical skills.
- Able to work to deadlines whilst delivering high standards.
- High attention to detail and accuracy.
- Self-motivated, able to proactively problem solve, improve process and think ahead/plan in advance.
- Adaptable to change.
- Interested in latest advances and developments across the finance and technology sectors including ways in which data automation or AI can help to improve working practices.
- Ability to work independently as well as part of a team.



Benefits

Financial

- Contributory Pension Scheme
- Fee remission for children at DUCKS, Dulwich College, JAGS and Alleyn's schools
- Paid sabbatical/ special projects leave
- Free travel on the Foundation Coach Service for staff
- Up to 10% discount at the Commissariat
- Discounted rates for private functions
- Subsidised accommodation, subject to terms and conditions

Health & Wellbeing

- Bupa Healthcare Cash-plan including Employee Assistance Programme
- Staff personal accident scheme, incorporating dental
- Enhanced holiday entitlement
- Free membership to Dulwich College Sports Club for staff and their children
- Enhanced sick pay
- Menopause support
- Free lunch, tea & coffee all year round

- Cycle to Work Scheme under salary sacrifice
- Contribution towards glasses, if needed for work purposes
- Discounted rates for use of the Outdoor Centre
- 50% off green fees at Dulwich Golf Club on weekdays

Family Friendly

- Enhanced maternity pay
- Enhanced adoption pay
- Enhanced paternity and shared paternity pay
- Enhanced bereavement leave
- Time off for IVF and Assisted Conception
- Flexible working arrangements including part-time and term-time working
- Priority over the children of non-staff for DUCKS

Social

- Staff events throughout the year, including the End of Year Party, New Starters and Leavers Governors Reception
- A variety of College wide performances and events
- Free Entry to Dulwich Picture Gallery (certain exhibitions are not included)

“If your child is gifted in one area, they will soar here. If they are a good all-rounder they will be encouraged to be a great all-rounder.”

Parent,
The Good Schools Guide

Application Procedure

To apply for this role please visit our [vacancies page](#)

Closing date

28 April 2024

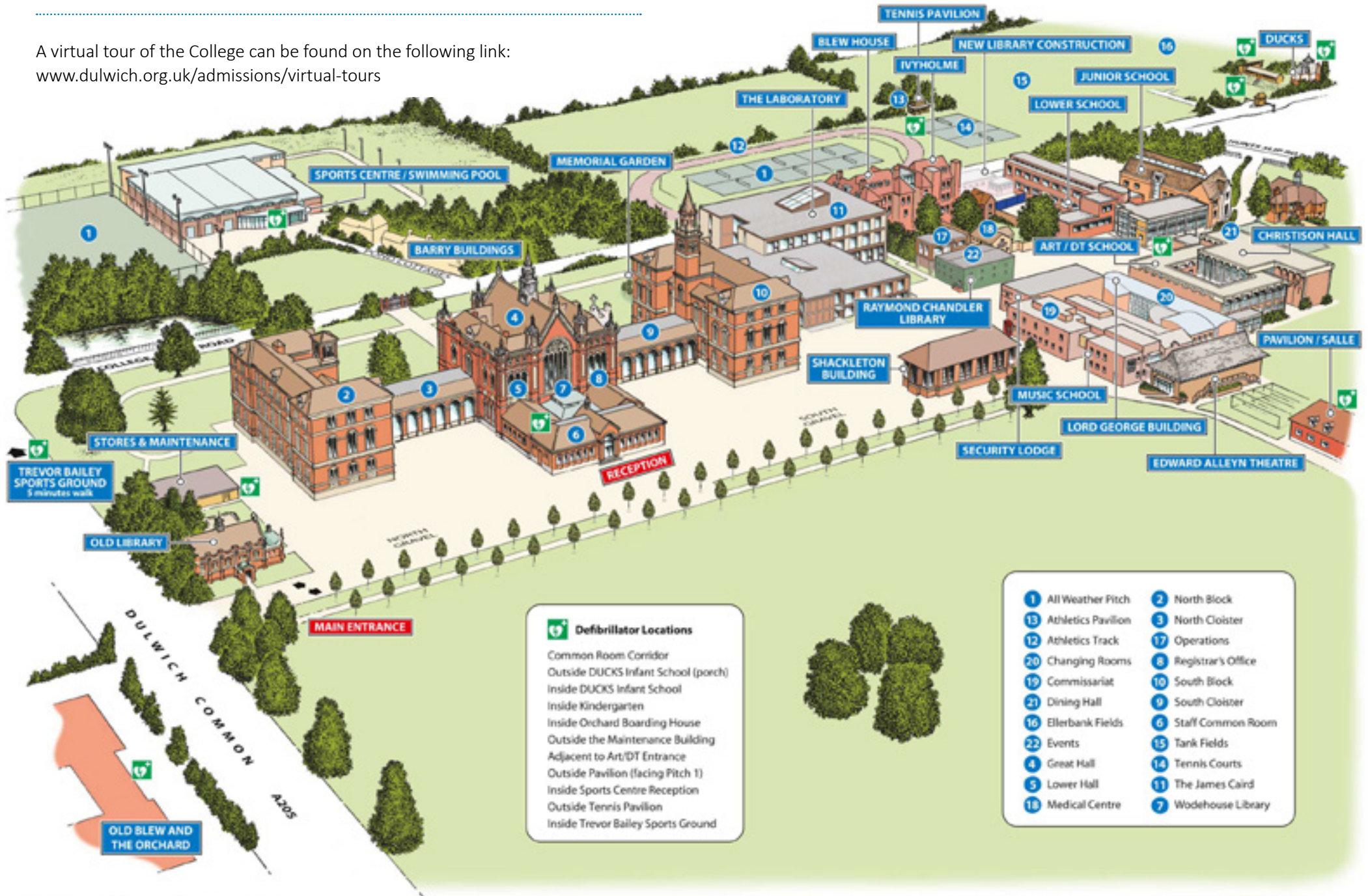
Interview date

Week commencing 6 May 2024

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

Campus map

A virtual tour of the College can be found on the following link:
www.dulwich.org.uk/admissions/virtual-tours



Defibrillator Locations

- Common Room Corridor
- Outside DUCKS Infant School (porch)
- Inside DUCKS Infant School
- Inside Kindergarten
- Inside Orchard Boarding House
- Outside the Maintenance Building
- Adjacent to Art/DT Entrance
- Outside Pavilion (facing Pitch 1)
- Inside Sports Centre Reception
- Outside Tennis Pavilion
- Inside Trevor Bailey Sports Ground

- | | |
|-----------------------|----------------------|
| 1 All Weather Pitch | 2 North Block |
| 13 Athletics Pavilion | 3 North Cloister |
| 12 Athletics Track | 17 Operations |
| 20 Changing Rooms | 8 Registrar's Office |
| 19 Commissariat | 10 South Block |
| 21 Dining Hall | 9 South Cloister |
| 16 Ellerbank Fields | 6 Staff Common Room |
| 22 Events | 15 Tank Fields |
| 4 Great Hall | 14 Tennis Courts |
| 5 Lower Hall | 11 The James Caird |
| 18 Medical Centre | 7 Wodehouse Library |



DULWICH COLLEGE
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Independent School of the Year 2022
for Contribution to Social Mobility

