

# OPERATIONAL STAFF

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Accountant – Dulwich College Enterprises (“DCE”) and Dulwich College Enterprises Overseas (“DCEO”)

**Reporting To:**  Financial Controller and Chief Financial Officer

# JOB DESCRIPTION Job Purpose:

To 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 Dulwich College Enterprises (“DCE”) and Dulwich College Enterprises Overseas (“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.

# 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.
* 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.

# PERSON SPECIFICATION

**Essential Qualifications and Experience**

* 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 and Experience

* 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.

**Salary:** competitive and dependent on experience

**Working Hours:** 37.5 hours per week, Monday to Friday, with a one-hour unpaid lunch break per day. Normal working hours negotiable.

**Place of Work**: Dulwich College, Dulwich Common, London SE21 7LD

**Holiday Entitlement:** 20 days per annum plus bank holidays. In addition, you are entitled to three additional paid days holiday, which will be added to the Christmas holiday period.

**Benefits include:** Family membership of the Dulwich College Sports Club, defined contribution pension scheme, Bupa Cash Plan scheme, free lunches, entry to the Dulwich Picture Gallery, discounted rates for private functions and for use of the DC Outdoor Centre in Wales, fee remission for children attending Dulwich College or the other schools of the Dulwich Foundation.

**References:** The appointment is subject to receipt of references satisfactory to the College.

**Police Clearance:** The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.

**Period of Employment:** Permanent.

**Start Date:** ASAP