





DANES HILL SCHOOL

ACCOUNTS ASSISTANT


December 2024

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

 Leatherhead Road, Oxshott, Surrey KT22 0JG

 recruit@daneshill.surrey.sch.uk

 daneshillschool.co.uk

 01372 842509

THANK YOU

Thank you so much for your interest in Danes Hill School. I hope that the information in this pack, and our website, gives you a flavour of what working within our Finance department at Danes Hill School would be like – and the warm and positive school team you will be joining if you are successful in your application.

Danes Hill School is a popular co-educational day Prep School and is home to around 650 pupils aged 2 – 13. Early years pupils are taught at our Pre-Prep site known as Bevendean, before ‘graduating’ to the main school when they join Year 2. Our teachers specialise in a particular key stage or subject, but all work flexibly across the age range.

Our values are passion, courage, growth and respect and I believe that if children are happy, they flourish, reach their full potential and carry a love of learning with them for the rest of their lives.

At Danes Hill School, we want children to enjoy their childhood for as long as possible, but we also want them to develop and progress within a stimulating environment that offers many opportunities both inside and outside the classroom. Co-curricular activities, integrate seamlessly within the school's provision, form the backbone of our holistic learning experience. These activities offer invaluable opportunities for our pupils to explore their passions, to push their boundaries, and develop crucial skills. Whether it's academic enrichment, sport, music, drama, a hobby or a club – all have an important part to play in shaping well-rounded individuals ready to contribute to society.

If you are interested in becoming part of our school and making a difference to the education of our young people, we would love to hear from you. We will be processing applications as they are received and may close the recruitment ahead of the closing date, if the right candidate has been found. I very much look forward to hearing from you.

With best regards,
Elise Tonnard (Director of Finance and Operations)



OUR SCHOOL VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values are articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gain a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.



ACCOUNTS ASSISTANT

ABOUT THE ROLE

Job title: Accounts Assistant

Job purpose: The Accounts Assistant supports the finance department by performing essential financial and administrative tasks. This role ensures that financial processes run smoothly and efficiently, contributing to the effective management of the school's resources.

Reporting to: Financial Controller

Hours: Full time (40 hours per week) – all year round

Salary: £33,150 per annum

Benefits: Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Season ticket loans. Training and development support.

Closing Date: 21st January 2025. Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.



JOB SPECIFICATION

Accounts Payable & Receivable:

- Process invoices, purchase orders, and payments.
- Ensure invoice processing is accurate, with correct coding and timely authorisation.
- Prepare payment runs within the accounting system.
- Ensure supplier information is up to date.
- Manage the system for expenses (Concur) and import data into the finance system.

Bank Reconciliations:

- Reconcile the school's bank accounts and financial statements regularly.
- Manage and reconcile petty cash and credit cards.
- Investigate discrepancies and report findings to the Financial Controller

Budgeting and Reporting:

- Assist in preparing financial reports, including monthly management accounts and annual budgets.
- Reconcile balance sheet accounts on a monthly basis.
- Maintain accurate records of departmental expenditures.
- Prepare information for the annual audit.

Data Management:

- Update and maintain financial records in accounting systems.
- Ensure data accuracy and compliance with school policies and regulatory standards.

Administrative Support:

- Update and reconcile the fixed asset system on a monthly basis.
- Provide general administrative support to the finance team, such as filing and responding to inquiries.
- Help with the preparation of financial documents for audits or inspections.

Communication and Liaison:

- Communicate with other departments, suppliers, and parents regarding financial matters.
- Support queries about billing, payments, or budget allocations.



JOB SPECIFICATION

Other duties

- Play a full part in the life of the school community, supporting its mission, ethos and policies.
- Set high personal standards of dress and appearance, attendance/punctuality and discipline/behaviour, always complying with relevant school policies and procedures.
- Actively engage in safeguarding practice and health and safety supervision.
- Commit to personal professional development, including active engagement in staff training and the performance review process.
- Always comply with relevant school policies and procedures.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve.



PERSON SPECIFICATION

Qualifications

- Accounting/finance qualification or working towards
- Strong educational background, ideally with a minimum of A level standard

Knowledge

- Evidence of appropriate continued personal and professional development
- Knowledge of a Finance department and the role of an accounts department

Experience

- Previous accounts assistant experience in an established business with high standards of accounting practice.
- Two years' experience of delivering in an accounts assistant role.
- Experience of raising standards within a finance department.

Competencies

- Strong ability with finance databases (ideally iFinance, Concur)
- Ability to communicate professionally and effectively to a range of audiences
- Ability to build effective relationships with pupils, parents and staff
- Highly organised with the ability to work under pressure, prioritise, manage time effectively and meet challenging goals
- Ability to work effectively as a proactive member of a team, as well as managing a personal workload
- Excellent computer skills using MS Office, with an intermediate level in Excel
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate flexibly in the life of the school, including co-curricular commitments.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. Checks will be carried out of available online information about shortlisted candidates prior to interview.



WHY WORK AT DANES HILL SCHOOL?



Location:

Danes Hill offers an exceptional working environment, and when you visit the education, you get a proper sense of the grounds, facilities and resources. Set in 55 acres

with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than meeting, education, walk from the Prep School (15 minutes from Bevendean).

Car parking is available for all staff, as well as our Cycle to Work scheme.



Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.



Development:

As a place of education, it's vital to us that we all invest in our learning. A weekly staff meeting and twilight training session takes place every Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.



Reward:

It is important to us that everyone who works at Danes Hill benefits from fair pay systems. A new pay scale for the business and operations team was recently introduced after consultation with staff.



Benefits:

Business and operations team members are auto-enrolled into our Royal London pension scheme, with a 7.2% employer contribution and 3% individual contribution. An alternative pension through TPT is also available with variable contribution levels.

Non-contractual fee remission is given to all staff on a pro rata basis, and currently represents up to 60% reduction on full fees, as well as free wraparound care and discounted holiday clubs.



Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Our onsite counsellor can provide immediate support and advice, and Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.



Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, which have included circuit training, running, badminton, football and the staff choir. The Head of the Common Room organises social events and charity fundraisers. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our fabulous lunches.





DANES HILL SCHOOL

STRONG & SAGACIOUS
