



MOUNT HOUSE  
SCHOOL  
INSPIRING EVERY INDIVIDUAL

# Management Accountant

February 2025

## About Mount House School

*Coeducational excellence, where everyone is known, cherished and challenged*



Mount House School is an Independent Day School for students aged 11-18. At Mount House, every individual is valued, and each child's unique talents will be identified and nurtured. Students leave as able, articulate, balanced, caring, and well-rounded individuals with a genuine love of learning, ready to take on life's challenges and opportunities, aware of the needs of others and confident in their ability to make a difference.

Throughout its life, the school has remained passionate about providing an educational experience which ensures our students secure the best qualifications, have an understanding of their place in the world and know how to make a positive contribution in whatever field they choose to work.

Mount House values each student as an individual aiming to meet his or her academic, pastoral and social needs and co-curricular interests. Our overarching aim is that Mount House is a happy and successful School, with excellent outcomes for GCSE and A' Level students and an outstanding record of students achieving places at top universities.

The School is equally concerned to foster the wide range of skills that help young students grow into capable adults with a sense of self-worth. Mount House supports students to strive for academic excellence within a clear framework of personalised pastoral care and well-being that brings success without stress.



## Mount House Vision and Values

Our vision is underpinned by values which enable each student to ASPIRE to be:

- Adaptable:** prepared for life and future eventualities.
- Supportive:** a community with a strong sense of belonging in a safe, caring, inclusive and happy environment in which everyone feels valued.
- Principled:** promoting the importance of being a responsible citizen; developing an awareness of, and contributing to, both the local and broader community.
- Inquisitive:** developing a high degree of intellectual curiosity, beyond the expected levels of subject knowledge and high academic achievement, fostering a life-long love of learning.
- Resilient:** developing a growth mindset, being capable of taking knocks with a can-do attitude.
- Excellent:** aiming for excellence and to make the best even better

## Mount House Characteristics

1. A SMALL CO-EDUCATIONAL day school  
Class sizes – Mount House is committed to maintaining small class sizes.
2. Strong ACADEMIC PERFORMANCE  
All the teachers at Mount House are experienced, highly qualified professionals with a strong track record of success.  
Mount House has produced excellent, and rapidly improving, public examination results in recent years.
3. A school to MAXIMISE POTENTIAL  
At Mount House every child is motivated, enthused and supported to maximise their highest academic potential.
4. A school that is serious about ART, DRAMA, MUSIC & SPORT  
Art, drama and music promote individuality, personality, self-confidence, self-discipline and team work.
5. A school that fosters INDIVIDUALITY AND SELF-CONFIDENCE  
At Mount House we recognise that each student is unique and our aim is to encourage and develop this individuality, whilst nurturing any talents and building upon them.
6. A school that prepares students for the WORLD OF WORK  
A Mount House education extends beyond the confines of the classroom. Our 'skills for the future' programme begins as students join us in Year 7 and continues until they leave us.
7. A school with OUTSTANDING PASTORAL CARE  
Mount House caters for those of all faiths and none. Its environment fosters mutual respect and tolerance. Mount House instils a sense of right and wrong and promotes excellent behaviour in all areas of school life.



## The Role

Job Title: Management Accountant (Part-time 0.6 to 0.8)

Reports to: The Bursar

Starting Salary: A competitive remuneration package is available for the right candidate

Hours: Normal term-time hours are 8.15am-5.15pm Monday to Friday.  
In the school holidays, hours are 9am-4pm.

### Main Duties and Responsibilities

- Oversight of accounts payable and receivable; fee billing including debtors' control, online payment system and payment runs ensuring segregation of duties
- Production of monthly management accounts, including month-end adjustments, ready for circulation one week before each Board meeting. Preparation of whole pack including variance analysis and commentary, for review by the Bursar
- Ensure smooth and successful management of the School's VAT obligations and compliance
- Prepare quarterly VAT returns and year-end adjustments including the CGS claims
- Reconciliation of key control accounts and reviewing coding on Sage on a monthly basis
- Preparation of annual budgets, including capex, and quarterly reforecasts in accordance with Board meeting schedules and ensuring budgetary control across the School
- Preparation of schedules for year-end audit and management of the audit process
- Reviewing and finalising the statutory accounts which are prepared by auditors, for all entities to a level ready for sign off by the Board
- Oversight of tax computations for all companies, including answering advisor queries to ensure filings are on time and in accordance with statutory deadlines
- Management of the financial aspects of key suppliers, including outsourced service providers
- Responsible for Companies House administration as required
- Keeping abreast of statutory and HMRC changes and identifying and implementing any modifications to ensure ongoing compliance
- When required, assist with reviewing monthly payroll which is outsourced
- Management and development of the Finance Officer
- Other reporting as required
- To carry out ad hoc projects and duties in support of the school business as required by the Bursar



## Person Specification

Mount House is a small school with a warm and friendly atmosphere, and the successful candidate will be having a sincere commitment to the ethos of this ambitious, inclusive and diverse school which supports its students on their individual journey to being happy, well-rounded and successful adults.

The successful candidate will be a qualified accountant. This is a great opportunity for someone looking to develop their accountancy career within the education sector. Experience of working in a busy finance environment is important and a strong work ethic, humility and enthusiasm are essential personal attributes.

Attributes	Essential Criteria	Desirable Criteria
Qualifications	Qualified Accountant, ideally ACA or ACCA qualified	Knowledge of Sage 50 and ParentPay would be an advantage
Skills	<ul style="list-style-type: none"> <li>• Ability to interact and empathise with children</li> <li>• Excellent organisational and administrative skills, with the ability to work to tight deadlines</li> <li>• Systematic in approach to tasks, with attention to detail</li> <li>• Numerate and excellent ICT skills e.g. confident and adept in using financial systems and Microsoft applications e.g. Excel and Word</li> <li>• Excellent oral and written communication skills with a proactive approach to customer service</li> <li>• Diplomatic skills and confidentiality</li> <li>• The ability to work as part of a team and to assist others where required</li> </ul>	VAT experience
Experience	Two years' post qualification experience as a Management Accountant	Previous experience of working in an educational sector

## Benefits

**Pension:** Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Scottish Widows. Mount House matches the employee contribution up to a maximum of 7.5% of your salary.

**Holidays:** The post holder will be entitled to twenty-five working days plus Bank Holidays (pro rata).

**School fee Remission:** Staff fee remission is granted in accordance with the provision at the time of commencing employment at Mount House School.

**Meals:** In term time Staff are provided with lunch in the School Dining Room.

**Parking:** Free parking is available on the School site.



**Pre-Employment Vetting Checks:** It is a condition of employment at Mount House School that every applicant who accepts the offer of a job will be subject to legally required safer recruitment checks which will include criminal background checks, documentary evidence to confirm their identity and right to work in the UK and checks to ensure they are not prohibited from working in such a position within a school environment. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

**Safeguarding Children:** The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons for whom they are responsible or with whom they come into contact will adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Head and / or DSL.