



PART TIME MANAGEMENT ACCOUNTANT - SEPTEMBER 2024

This is an exciting time in the development of Ackworth School. Our new Head joined us at Easter and a Director of Finance and Operations in June. We are confident that their ambitious plans will enable us to flourish as we approach our 250th anniversary year in 2029 and beyond.

Reporting directly to the Director of Finance and Operations, the Management Accountant will be responsible for financial reporting, monitoring and planning across the School. This role is pivotal in supporting the schools' finance department. Working as part of the Finance Department the role links in with the Finance Manager to provide an in-house support on a part time basis.

The role is offered on a flexible part time basis and is available as hybrid working. Working 2-3 days per week, these can be worked over a minimum of two or maximum of five days. We are open to discussing other working patterns.

Ackworth School, a co-educational boarding and day school, was founded in 1779 by the Religious Society of Friends (Quakers). It maintains its ethos and traditions and is still governed by Ackworth General Meeting. The school is academically non-selective and provides an excellent range of facilities and extra-curricular opportunities, recently achieving "Excellent" in the FCI/EQI (February 2023). The Head is a member of both HMC and the Society of Heads.

Our pupils are one of Ackworth's USP's. Visitors to the school never fail to acknowledge how amazing they are and how positive the encounter is. All staff at Ackworth pay a key part in the operation of the School to make sure that it runs smoothly and so that we can focus on delivering an excellent education for our pupils.

The successful candidate will be able to:

- Assist the DFO to prepare the annual budget.
- Produce monthly management accounts highlighting variances against budget forecasts.
- Produce and update the cashflow, balance sheet reconciliations and journals on a monthly basis.
- Mentor, guide and support the school finance team.
- Assist with the preparation of financial reports to the School Committee.
- Ensure financial compliance.
- Deputise for the DFO as required.

In return we offer:

- a supportive and friendly environment based on the Quaker ethos of the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.
- generous fee remission of 50% for the children of our staff. (pro rata for part time)
- all food and refreshments during the working day.

- free on-site parking.
- flexible pension and health benefits.
- A competitive salary of between £40,000 and £50,000 (FTE) based on experience and qualifications.

Interested candidates are welcome to contact the school to arrange a confidential discussion. Please contact HR Administrator, Kim Reather, as follows:

Kim.Reather@ackworthschool.com or 01977 233600

Closing date: Friday 2nd August 2024 at 10.00 am UK time. Interviews will be held the following week on the 7th and 8th August.

Please ensure you are available on either of those dates. Successful candidates will be notified on Monday 5th August.

Candidates are required to submit the following:

- A completed Ackworth School application form that can be downloaded from the school's website.
- A covering letter.

Applications should be submitted electronically to the school to jobs@ackworthschool.com

Our process is as follows:

- All applications will be acknowledged, on receipt, by email.
- Candidates will be contacted by close of business on Monday 5th August 2024.

Applicants should read carefully the Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website within "Working For Us".

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.