

DULWICH COLLEGE
FOUNDED 1619

Management Accountant

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

Job title

Dulwich College Management Accountant

Reporting to

Head of Finance and Finance Director

Period of employment

Permanent

Hours of work

37.5 hours per week, all year round

Salary

Competitive and dependent on experience

Job purpose

To assist the Head of Finance and Finance Director with their responsibilities for the financial management of Dulwich College, with a focus on Dulwich College itself. The primary focus of the role will be management account and VAT reporting for Dulwich College but will also include supporting the Head of Finance (“HoF”) and the Finance Director (“FD”) in the preparation and submission of statutory reports including the annual report and accounts and charity commission annual return. 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 Dulwich College and providing assistance and cover in all areas within the Finance Department.

Core duties

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 termly management accounts including supporting schedules, cross-charges, accruals and prepayments etc.
- To prepare termly budget vs actual reports for presentation to and discussion with the relevant members of the College Leadership Team (“CLT”) 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 assist in the preparation of financial information, including final management accounts, cash flow forecasts, investment schedules and other reports for distribution to the College’s governing body and its committees.

Financial accounting

- To prepare and complete monthly bank reconciliations.
- To manage the corporate credit card process including circulating monthly statements to card holders, obtain and file receipts received and post journals.
- To post monthly payroll journal.
- To ensure completeness and accuracy of accounting for finance and operational leases.
- To maintain the fixed asset register.
- To provide support to the Chief Operating Officer and his team in relation to ensuring capital and operational projects are accurately accounted for and actual vs budget spend is tracked.
- To perform regular reviews of the trial balance including completion of termly balance sheet reconciliations and reviews.
- To prepare and review quarterly VAT returns ahead of HoF / FD review and approval.
- To submit quarterly VAT returns.
- To prepare first draft annual financial statements including supporting schedules.
- To support the HoF and FD in the interim and final audit processes.



- To prepare other reports and submissions to ensure the College complies with all financial regulatory requirements including corporation tax returns (in liaison with the College's tax advisors), PSA returns, Charity Commission annual returns, PCI DSS compliance submissions, Office of National Statistics returns and benchmarking reports.

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 the 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 HoF and FD to aid business decisions.

Additional duties

- To cover the responsibilities of the other Management 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 HoF and/or FD.
- To take the lead 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 HoF and FD 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 HoF or FD.



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 in 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 communication 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.
- A dedication to safeguarding and promoting the welfare of children and young people.

Desirable qualifications and experience

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

Personal qualities

- Excellent analytical and numerical skills.
- Professional, flexible and friendly.
- Able to work to deadlines.
- Sets, and is able to deliver to, high standards.
- High attention to detail and accuracy.
- Ability to learn quickly with a high level of computer literacy.
- Self-motivated, mature attitude.
- Able to proactively problem solve and think ahead/plan in advance.
- A positive can-do attitude with a focus on process improvement and solution-finding to all aspects of the role.
- Adaptable to change.
- Interested in the 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.



Application Procedure

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

Closing date

Friday, 8 May 2026

Interview dates

1st round interviews will take place online during the week commencing **18 May 2026**

2nd round interviews will take place on site during the week commencing **1 June 2026**

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 the Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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