



# Group Accountant x2

For further details please go to the Thomas's London Day Schools website: [thomas-s.co.uk/join-our-team](http://thomas-s.co.uk/join-our-team) or email [hr@thomas-s.co.uk](mailto:hr@thomas-s.co.uk)

[thomas-s.co.uk](http://thomas-s.co.uk)



# Application Details

Thomas's London Day Schools are seeking to appoint two Group Accountants to join the Group Team based in Central London (10 minutes walk from Clapham Junction).

The Group Accountant reports to the Group Finance Manager and is responsible for producing monthly management accounts, balance sheet reconciliations, budget variance analysis, and other financial reports as required. It is also to assist in the production of statutory accounts and ensure compliance with applicable accounting standards and reporting requirements.

In addition, the role will include developing relationships with business unit heads to support their needs from a finance perspective.

The Recruitment Pack should be read alongside the information available on our website.

Please note that referees will be contacted prior to the interview.

**This is a full time position, 37.5 hours per week all year round.**

**Hybrid working - 3 days in the office, 2 days from home.**

**Salary:** £40,000 - £50,000  
Depending on skill, qualifications and experience.

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## Closing date:

**Monday 2nd February 2026 at 9am**

## Start date:

**To be mutually agreed**

## Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 3% of salary with the default employee contribution set at 5% of salary.
- Death in Service Benefit
- Cycle to Work Scheme
- Salary Exchange Pension Scheme
- 30 days annual leave plus bank holidays.
- Support with Professional exams

## Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](http://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.*

# Thomas's London Day Schools

## Welcome

### A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

## Vision

### Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

## Aims

### We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

## Values

### We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals  
Thomas's London Day School*

# The Role

## Group Accountant

### Reporting to:

Group Accounting Manager

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### Duties and Responsibilities

- Own, understand and maintain accounting records for assigned areas of responsibility.
- Compile and ensure all necessary journals posted monthly.
- Ensure that all balance sheet accounts reconciled monthly.
- Produce accurate monthly management accounts for Schools, Head Office departments, and Projects.
- Assist Group Finance Manager and Group Financial Controller with the preparation and analysis of financial forecasts and budgets.
- Monitor actual performance against budget and forecast, providing variance analysis and recommendations for corrective action.
- Prepare monthly, quarterly, and annual financial reports for senior management.
- Work with business units to gather and validate financial information for forecasting purposes.
- Prepare and deliver detailed financial analysis on revenue, expenses, and profitability.
- Analyse trends in financial performance, identifying opportunities for cost savings and process improvement.
- Assist with the preparation of VAT returns and reconciliations.
- Assist with the year-end financial reporting process, ensuring compliance with relevant accounting standards.
- Support the annual Audit as required.
- Maintain financial models to support long-term strategic planning.
- Identify and implement improvements to existing financial processes, controls, and reporting systems.
- Help automate and streamline management reporting using advanced excel or business intelligence tools.

### Skills, Experience and Qualifications

- Part qualified accountant – ACCA / CIMA with clear progress towards completion.
- Minimum of 2 years of experience in finance or accounting.
- Strong knowledge of financial accounting and reporting principles.
- Experience of business partnering and developing processes to improve and simplify financial controls.
- Advanced Excel, with experience of transforming and organising large volumes of data from several sources.
- Technically proficient in finance ERPs / MS Office.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and self-review.
- Effective communication and interpersonal skills at all levels.



**Be Kind  
Be Thomas's**