



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

SCHOOL ACCOUNTANT
PERMANENT, FULL TIME
IMMEDIATE START

STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a co-educational independent day and boarding school for pupils aged 2–18, offering a warm and supportive environment that values the individual and encourages pupils to explore a wide range of opportunities, whatever their interests or strengths. Located on St Thomas Hill, just five minutes from Canterbury city centre, the School enjoys an attractive setting with far-reaching views across the city. Academic ambition is balanced with a strong emphasis on co-curricular involvement, helping pupils to develop confidence, curiosity and character.

Pupils are respectful of one another and work together to create a cohesive, inclusive and happy community with a strong family atmosphere at its heart. The School is proud of its rich performing arts heritage, including an award-winning Drama Department, a thriving music programme and St Edmund's Choral Society, all of which play an important role in school life.

The Junior and Senior Schools all share the same site, creating a connected and vibrant whole-school community.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to succeed.

Every pupil here is known and understood.

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	School Accountant
TYPE OF POST	Full-time (Permanent)
HOURS	37.5 hours per week
GRADE	Pay Range - £55,000 - £60,000 dependent on experience and qualifications
HOLIDAY	5 weeks

POST & DEPARTMENT

ABOUT US	<p>St Edmund's School, Canterbury is a vibrant and forward-thinking independent school with a strong commitment to academic excellence, innovation, and pupil wellbeing. Set within a beautiful historic campus overlooking the city of Canterbury, we are proud of our rich heritage, strong sense of community, and ambitious vision for the future. As an all-through co-educational day and boarding school for pupils aged 2-18, we are committed to providing an exceptional environment in which both pupils and staff can thrive.</p>
ROLE	<p>We are seeking an experienced and commercially minded Accountant to provide professional financial leadership and stewardship for the School. This is a key role within the Business Services team, responsible for ensuring robust financial control, high-quality financial reporting, and proactive financial planning to support the School's strategic objectives.</p> <p>Working closely with the Bursar, the postholder will lead the day-to-day management of the School's finance function, overseeing accurate financial reporting, statutory and charity accounts, budgeting, forecasting, VAT compliance, and the continuous development of effective financial systems and controls.</p> <p>The successful candidate will bring strong technical expertise, sound commercial judgement, and the ability to communicate financial information clearly to both finance and non-finance colleagues. As a line manager to the Finance Assistant, they will also play an important role in developing processes, supporting colleagues, and ensuring the finance function delivers an efficient and responsive service to the wider School community.</p>

THE ROLE

KEY RESPONSIBILITIES

Financial Management & Reporting

- Lead the School's financial management systems, ensuring accuracy, integrity, and compliance.
- Prepare monthly management accounts, variance analyses, and financial forecasts.
- Produce annual statutory and charity accounts and act as lead contact for external auditors.
- Provide financial reports to the Head, Bursar, Governors, and Finance Committee.
- Lead the year-end close process and liaise with auditors.

Budgeting and Forecasting

- Lead the annual budgeting process across departments.
- Work with academic and operational leaders to set realistic budgets.
- Produce rolling forecasts and monitor performance against budget.
- Provide analysis on pupil numbers, fee income, and cost pressures.

Fee Income and Billing Oversight

- Oversee school fee billing and collection processes.
- Monitor debtor balances and credit control (fees outstanding).
- Ensure correct handling of: Scholarships and Bursaries; Discounts and Remissions.
- Work closely with admissions on pupil number projections.

Procurement and Cost Control

- Oversee purchasing processes and supplier contracts.
- Monitor and control operational expenditure.

Compliance & Governance

- Ensure compliance with charity law, VAT, and statutory reporting requirements.
- Oversee VAT returns and liabilities.
- Maintain and develop financial policies and procedures, responding proactively to audit feedback and management letter points.

Leadership & Development

- Line-manage the Finance Assistant.
- Provide training and professional development.
- Promote continuous improvement in systems, controls, accuracy and timeliness.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> Recognised Accountancy qualification (ACCA/ CIMA/ACA) with accountancy and finance knowledge / skills 	
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> Significant experience of working in a senior finance role within a stand-alone business unit Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff. Must be computer literate and have previous experience of working within financial regulations. Ability to prioritise own workloads and to work to deadlines is essential. 	<ul style="list-style-type: none"> Previous supervisory experience
KNOWLEDGE	<ul style="list-style-type: none"> Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances Awareness of Charity Accounting laws and experience of preparing charity accounts would be an advantage Must be aware of the School Financial Regulations and understand other relevant school policies Experience of payroll preparation or supervision would be an advantage Knowledge of a range of IT systems and strong IT skills Knowledge of computerised and manual filing systems Awareness of Data Protection (GDPR) and confidentiality issues Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety Knowledge of policies and procedures relating to child protection as relevant to the role 	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of applications is **9.00am, Monday 22nd June 2026**. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value...

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value...

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value...

EXCELLENCE

Commit to being the best we can be

We Value...

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value...

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

