



# Elstree School

Woolhampton, Reading, Berkshire  
RG7 5TD

0118 9713302



Candidate information pack for the position of  
**Accountant (Tax and Treasury)**  
January 2026



# Elstree School



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# Elstree School

## Welcome

Thank you for your interest in our Accountant (Tax and Treasury) role at Elstree Preparatory School. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 2-13 years. Originally founded in 1848, Elstree moved to its current location in 1939 and opened its Pre-Prep in 1993. It offers full, weekly and flexi boarding from Year 4 onwards.

## About the school

We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. All children are valued as individuals and are encouraged to explore and develop their talents to the full.



## School Life

Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

## Boarding

We firmly believe in the benefits of the boarding experience. It enables pupils to learn to live as part of a community; to build up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from torchlight games to cookery, scalextrix and board games to judo and touch rugby and many more.





# Elstree School

## Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level. We aim to realise the highest academic expectations for all pupils within a framework of proven learning techniques and innovative and exciting teaching methods.



## Performing & Creative Arts

Alongside the pursuit of academic excellence, rooted in the School's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationships with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.



## Sports

Elstree offers a broad and extensive range of sports in the weekly games programme and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We are fortunate to have highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





# Elstree School

## Accountant – Tax and Treasury

Job Description - Appointed by and reporting to: Head of Finance.

### Job Summary:

Reporting to the Head of Finance and working closely with the Director of Finance and Operations, this role assists with the smooth and successful management of the school's finances and will act as cover for the Head of Finance (when absent). The Accountant (Tax and Treasury Specialist) (the 'Accountant') is an experienced and professional accountant, part qualified, or qualified by experience, with a good knowledge of VAT. Whilst you will have understanding of the full range of financial functions, including budgeting, management accounts, statutory accounts, purchase and sales ledger work and financial regulation, you will also have a thorough understanding of the rules and regulations of VAT and VAT accounting and a willingness to be involved in payroll administration and charity legislation. You will have very strong attention to detail and work independently, while also interacting efficiently, co-operatively and effectively with staff individually and as part of a team and be able to communicate professionally at all levels and be able to cover for the Head of Finance in their absence.

### VAT and Tax

- Partial exemption calculation
- Accurate production, and submission to HM Revenue & Customs (HMRC), of quarterly VAT Returns, reconciled to the General Ledger, within HMRC timeframe rules.
- Ensuring that all VAT reclaimable from HMRC is received and reconciled.
- Ensuring that any VAT due to be paid to HMRC is paid on a timely basis in accordance with HMRC rules, and correctly reconciled.
- Submission of Voluntary Disclosures to HMRC, for errors above the threshold for adjustment within the VAT Return.
- Ensuring Voluntary Disclosure claims are received or amounts payable to HMRC are paid on a timely basis.
- Administering pro-forma invoices, ensuring valid VAT invoices are received, and duly included in the VAT Return.
- Ensuring VAT/Tax knowledge of themselves and the Head of Finance and Director of Finance and Operations is current and up to date.
- Assisting with VAT advice to the Director of Finance and Operations, where necessary through liaison with the school's appointed VAT Consultants.
- Key communication areas:
  - Internal
    - Liaising with accountancy team members to facilitate timely and accurate processing of VAT element of all financial transactions
    - Assisting other colleagues in the school with obtaining VAT advice for projects
    - Providing advice on correct way of dealing with VAT on invoices received or raised by the school
  - External
    - Obtaining advice from external VAT advisors/auditors
    - Responding to any HMRC queries which may arise in respect of VAT

### Banking, invoicing and Accounts

- Daily bank reconciliations
- Purchase order processing
- Processing and paying invoices, staff expense claims and Barclaycard transactions
- Maintaining the purchase ledger and supplier statement reconciliations
- Placing ad-hoc Amazon orders and credit card purchases
- Petty Cash
- Processing termly parent invoices promptly and timely
- Assisting with parent queries and collecting outstanding payments



# Elstree School

## Month end and financial processes

- Prepare historic cashflow statement
- Maintain the fixed asset register
- Preparation of budget reports
- Assisting with financial year end procedures

Acting as support to Head of Finance, have a working knowledge of the procedures to provide cover in the Head of Finance's absence:

## Budgets, Cashflow, Accounts and Invoicing

- Preparation and analysis of the monthly cashflow including preparation of cashflow forecasts for future years
- Monitoring of financial performance through monthly management accounts and additional analysis and reporting thereon
- Prepare month end journals, accruals, prepayment schedules and balance sheet reconciliations
- Prepare Trial Balance ("TB")
- Review of bank reconciliation to TB
- Preparation of monthly management accounts to include Profit and Loss, Cashflow and Balance Sheet reports
- Review and approval of purchase ledger transactions
- Review and authorise supplier payments and staff expenses reimbursements
- Preparing termly invoices for parents and being responsible for the prompt collection of fees
- Review of budget reports and discussion with budget holders
- Prepare, lead and review teachers annual development plans

## Statutory returns and financial reporting

- Complete statutory returns
- Help facilitate the financial audit (HaysMac prepare Financial Statements)
- Preparation of financial models to support strategic planning and operational review
- Assisting with Financial planning, including the preparation of short- and long-term budgets and forecasts
- Establish and analyse KPI's and other statistical data including the use of sector benchmarking data
- Raising invoices for other fees and lets and maintaining and monitoring the sales ledger and parents queries

## Payroll

- Submit monthly payroll changes to Payroll Management
- Co-ordinate with pension providers (inc APTIS)

## General

- Filing of finance paperwork and archiving
- Stationery requests and re-ordering
- Assisting teachers with trip costing
- Supporting the Director of Finance & Operations with day-to-day finance procedures
- Assisting colleagues with any administration or finance queries

## Other

The above is only an outline of the tasks and responsibilities of the role. You will carry out any other duties as may be reasonably required by your line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and school. This job description and accompanying documentation do not form part of the employment contract.



# Elstree School

## Terms and Conditions of Service

You will be required to comply with all policies and procedures issued by and on behalf of the school and will be required to participate in the school appraisal procedures as an appraisee and if applicable, as an appraiser. You will be required to attend statutory and mandatory training.

## Child Protection and Safeguarding

It is your responsibility to promote and safeguard the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

## Information Security, Confidentiality and Data Protection

During the course of your employment, you may have access to, see or hear information of a confidential nature and you will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

## Equal Opportunities

You must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the school and colleagues in complying with Health and Safety obligations to maintain a safe environment.



## Person Specification

Education and Qualifications	Essential	Desirable
Graduate qualification		✓
Professional qualification in a discipline relevant to the post		✓
Commitment to personal/professional development	✓	

Experience, Knowledge and Understanding	Essential	Desirable
Experience of working in independent schools and/or charities sectors		✓
A blend of commercial, financial and operational experiences	✓	
Excellent knowledge of ICT within a working environment especially Excel	✓	
Minimum of 2 years' relevant experience with tax/VAT specialism	✓	
Experience of working with management information systems – the school uses ISAMS and I-finance	✓	



# Elstree School

Skills and Attributes	Essential	Desirable
Effective communication skills using various media, including proficient use of ICT	✓	
Strong administrative, organisational skills and strong attention to detail	✓	
Ability to establish good working relationships and effective teamwork	✓	
Disciplined and organised with the ability to work under pressure and prioritise their workload to meet deadlines	✓	

Personal Qualities	Essential	Desirable
Proactive, curious and a self-starter who works independently when unsupervised	✓	
Ability to be reflective and self-critical	✓	
Open-minded, forward-thinking approach with energy and drive	✓	
Confident, recognising gaps in knowledge are part of learning and a willingness to research questions and/or ask for help	✓	
Good interpersonal skills and an approachable manner, great team player	✓	
A sense of humour		✓

## Hours of work

Hours of work are Monday to Friday, 8.00am – 5.00pm with an hour for lunch. In addition, you may be required to work additional evenings and weekends of which appropriate time off in lieu will be given. There may be some flexibility for hybrid working during the school holidays.

## Holiday

You will receive 20 days' annual leave (pro-rated in your first year, depending on when you join us) plus Bank Holidays (5.6 weeks in total). You will be required to attend INSET days and fulfil any duties at the end of term as discussed with the Head of Finance.

Probationary period: 6 months

## Salary

According to experience, to be discussed at interview.

## How to Apply

If you would like to join our Bursary Team at Elstree, please complete an application form which is available on our website, [Job Vacancies - Elstree School](https://www.elstreeschool.org.uk/about-us/staff-vacancies/) or from our HR department and send it to [apply@elstreeschool.org.uk](mailto:apply@elstreeschool.org.uk). Application forms are available from our HR Department or on our website. Please note that CVs will not be accepted for this post. In line with Keeping Children Safe in Education 2024, short listed candidates will be required to undergo online searches to determine your suitability to work in a school.

You are welcome to come and visit our school, please call or email Rachel Pither, Head of HR [rpither@elstreeschool.org.uk](mailto:rpither@elstreeschool.org.uk) (0118 971 0604) to arrange an informal tour or for more information about the post.

Closing date for this post: Midday, 19<sup>th</sup> January. If we can be of further help, please do not hesitate to contact us.

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*