




THE SUNDAY TIMES
SCHOOLS GUIDE
2025
INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
NORTH EAST



Company Accountant
Full Time



Welcome to Durham High School

Thank you for considering Durham High School for the next stage of your career. Ours is a community where ambition thrives, talents shine, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve the highest GCSE and A Level results in County Durham.

In December, we were proud to be named The Sunday Times Independent Secondary School of the Year 2025 – a reflection of the outstanding education and care we offer.

Up until several years ago, boys attended Durham High School for their Pre-Prep and Prep education before moving onto different schools. As part of our school's journey towards co-education in the new academic year, we are excited to introduce a phased move to co-education throughout: from Nursery to Year 6 by September 2025, and from Year 7 to Sixth Form by September 2026.

While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our recent strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.



Mrs Michelle Hill
Headmistress



About Durham High School

Our location

Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.

Our heritage

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18. From September 2025 we are proud to be a coeducational school.

During the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.





The Position

The Opportunity

We are seeking a skilled, meticulous and proactive Company Accountant to join our Finance team. Reporting to the School Business Manager, this is an exciting opportunity to play a pivotal role in ensuring the smooth financial running of Durham High School, supporting its long-term sustainability and growth.

As Company Accountant, you will be at the heart of the school's operations and success. You will manage the school's finances with professionalism and integrity, including payroll and preparing accounts for audit. You will also provide accurate reporting and valuable insights that support the Business Manager and inform strategic decisions. Your work will ensure that resources are used effectively, enabling the school to continue delivering an outstanding education and experience for every pupil.

Why Join Us?

This is more than just an accounting role – it's an opportunity to play a vital part in supporting the future of Durham High School. You'll be responsible for ensuring the school's finances run smoothly, helping us remain strong and sustainable for generations to come. You'll be joining a supportive and dedicated team, working in a friendly and welcoming environment where your expertise and attention to detail will make a real difference.

Benefits

The successful applicant will benefit from:

- Being part of a fantastically vibrant and supportive community with the most amazing and enthusiastic pupils
- Royal London defined contribution pension scheme
- Free onsite parking
- Lunch provided each day during term time
- Up to 50% staff fee remission scheme for staff children from Reception to Sixth Form
- Blue Light reward card
- Access to school counsellor





Job Description

Remuneration; DHS Scale SS38-44 (£38,438.04-£45,379.34) depending on experience.

Accountable to the Business Manager.

Key Responsibilities:

1. General Financial Management

- a) Overall management of the General Ledger and subsidiary ledgers
- b) Overall management of payroll, banking and general management accounts in conjunction with the Business Manager

2. General Ledger

- a) Management of posting, journals and reconciliation of entries to the general ledger
- b) Management of general ledger accounts, departmental coding, allocation to specific SOFA accounting sections and reconciliation of year on year balances
- c) Analysis of specific cost codes and assisting the DFO with management accounting extract etc

3. Receivables

- a) Management of the billing cycle, reprint bills, credit notes etc and directing Accounts Assistant accordingly
- b) Management and upload of payments against parent accounts
- c) Directing the Accounts Assistant in payment collection, management of overdues, escalation to Redwood Collections etc
- d) Processing and issuing statements and 14 day notice letters in conjunction with the Accounts Assistant

4. Payables

- a) Manage incoming invoices and credits and post to FMS
- b) Ensure all invoices are correctly authorized before allocating for payment
- c) Manage fortnightly payment runs to terms including uploading bac's files to bank
- d) Ensure correct allocation of costs within FMS and the general ledger to facilitate monthly and termly reporting

5. Payroll administration

- a) Ensure all employees are correctly recorded on the payroll system, including data management for PAYE/NIC/Pension
- b) Manage all monthly and weekly additions and deductions
- c) Run the monthly and weekly payroll and ensure correctly recorded before authorization by the DFO
- d) Once authorized, ensure payments are uploaded to bank software
- e) Manage monthly regulatory returns to HMRC
- f) Manage monthly returns to the corporate pension provider
- g) Manage all relevant correspondence and queries relating to payroll

6. Banking and cashier

- a) Manage day to day bank account usage including sweep accounts
- b) Ensure monthly reconciliations are completed for all accounts including investments and presented for authorization to the DFO
- c) Collate, record and bank all petty cash, sundry cash receipts etc ensuring timely physical banking as required



Job Description continued

7. Reporting

- a) Assist the Business Manager as required for monthly and termly reporting
- b) Assist the Business Manager with budget development, reporting and presentation as required
- c) Prepare and present ad hoc reports as required

8. Management

- a) Line manage the Accounts Assistant including day to day tasks, development and performance as required

9. Contribute to the corporate life of the school

- a) Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.
- b) Take part in duties as may be reasonably directed by the school's leadership team.
- c) Contribute to the spiritual life of the school by attending Assembly and occasionally contributing to assemblies.
- d) Attend staff meetings.

10. Foster your own professional development

- a) Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- b) Attend staff working groups to develop good practice.
- c) Ability to evaluate and improve own performance and to know when to seek help and support

11. Communicate with parents

- a) Communicate clearly and promptly (following the communication protocol) with parents if requested.

12. Promote the school

- a. Act as an advocate for the School both in and out of school.

13. Understand the importance of safeguarding

In line with our commitment to safeguarding, all members of staff have a duty of care towards Durham High School pupils and are expected to report any such concerns to the Designated Safeguarding Lead.

14. Contribute to the wider community

Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

15. Any other reasonable task requested by the Headmistress



Matilda

THE MUSICAL JR.



Person Specification

Person Specification

Skills Required (Essential/Desirable)

- High level of proficiency in using Microsoft Excel and other MS Office products (**Essential**)
- Ability to work effectively both in collaboration with other professionals/teams and also on own initiative (**Essential**)
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies with sensitivity, tact and diplomacy (**Essential**)
- Excellent organisational skills, methodical approach and ability to multi task (**Essential**)
- Good time management, including ability to prioritise and organise own workload and to work to deadlines (**Essential**)

Knowledge Base (Essential/Desirable)

- Knowledge of accounting processes and management software (**Essential**)
- Knowledge in use of MS Office tools e.g. Word, Excel (**Essential**)
- Experience of use of ISAMs and IFinance, SIMS/FMS (**Desirable**)
- Knowledge of Early Years Funding (**Desirable**)
- Knowledge of Independent School billing (**Desirable**)

Qualifications

- AAT Level 4 or higher/ Accountancy qualification/ equivalent (**Desirable**)

Experience

- Accounting experience including credit control/Accounts Receivable management (**Essential**)
- Accounting experience of statutory returns and audit preparation (**Essential**)
- Used to working in a small accounts team with experience of self management (**Essential**)
- Experience in completing VAT returns and VAT reporting (**Essential**)
- Experience in payroll (**Essential**)
- Experience in General Ledger and up to Trial Balance, including Balance Sheet Reconciliation (**Essential**)

Personal Attributes

- Able to self manage and work to pre-agreed deadlines (**Essential**)
- Focused, determined and action oriented – gets the job done despite obstacles/impediments (**Essential**)
- Methodical and precise with excellent attention to detail (**Essential**)
- Analytical and numerate (**Essential**)
- Honesty and integrity - proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality (**Essential**)
- Professional and approachable attitude (**Essential**)
- Reliable and punctual (**Essential**)
- Able to work to deadlines (**Essential**)
- Willingness to learn new skills (**Essential**)
- Self-motivated with a positive 'can do' approach to work (**Essential**)
- Calm approach (**Essential**)
- Well presented (**Essential**)
- Able to, on occasion, work outside usual school working hours (**Desirable**)
- Good Sense of Humour (**Desirable**)



How to Apply

Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than two sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.

Your application should be addressed for the attention of the Headmistress and sent to headmistress@durhamhighschool.com

Closing date for applications: Tuesday 30 September 2025, 5pm

Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure and Prohibition from teaching and management check.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education' document (September 2025)

Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.





Durham Education Limited is part of The Galaxy Global Education Group and is registered in England, Company No. 15934079

Contact Information

Phone 0191 384 3226
Website www.durhamhighschool.com
Social Media @durhamhighsch

Address Durham High School,
Farewell Hall, South Road,
Durham, DH1 3TB
