

Information for applicants

Assistant School Accountant (Trainee)

Closing date: 24th August 2026 (at 12 noon)



About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils."

| **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary."

| **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond."

| **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school."

| **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 200 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

TITLE:	Assistant School Accountant (Trainee)
DEPARTMENT:	Finance
JOB PURPOSE:	To assist the School Accountant with the operation of the school's accounting functions and other general accounting duties
RESPONSIBLE TO:	School Accountant

The primary purpose of the role is the accurate and timely processing of the school's purchasing systems and assisting with nominal ledger and management accounts in time. In addition, various other general accounts duties will be allocated depending upon the candidate's aptitude and any prior experience.

Duties and Responsibilities

Responsible for Purchase Ledger

- Main point of contact for all Suppliers
- Review and match Purchase Orders to invoices
- Review coding and post invoices
- Reconcile supplier statements as received
- Prepare supplier payment runs
- Maintain Supplier ledger accounts
- Processing of staff expenses

Responsible for Banking and Petty Cash

- Handling petty cash and issuing to staff members with appropriate authorisation
- Collating and filing appropriate receipts and evidence in support of expenditure
- Account reconciliation including, for example, sundry credit cards, house bank accounts and amazon/online purchasing accounts
- Creating bank payments where required
- Banking of cheques and cash
- Maintenance of short term cashflow forecast on a daily/weekly basis

Nominal ledger

- Assisting the school accountant with
 - nominal ledger structure and data to trial balance, through monthly management accounts to presentation to auditors for preparation of statutory accounts
 - Preparation of VAT returns and support
 - Reconciliation of accounts on a rolling basis

Fixed asset register

- Maintain and reconcile fixed asset register on a periodic basis
- Calculate depreciation charges and journal to nominal ledger

General Duties

- General management of the Accounts email inbox and responding to queries
- Other tasks as required for the effective running of the Finance department

Essential Qualifications and Personal Qualities

- education to A' level or equivalent
- possess enthusiasm for an accounting role and aspirations to gain AAT qualification or similar and develop a long-term career in finance or similar
- high levels of organisational and administrative skills
- the ability to work discretely and confidentially
- the ability to work on own initiative and be proactive
- excellent written and verbal communication skills and experience of dealing with a range of external stakeholders
- excellent attention to detail
- working knowledge of Outlook, Word, Excel and an aptitude to learn accounting systems quickly
- a high level of accuracy in data input
- a willingness to invest time and energy into personal and professional development

Further desirable attributes

- Undergraduate degree – particularly in a business or related subject
- Any experience of financial processing or accounting systems
- high levels of organisational and administrative skills

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

Term Dates:	This position is a year-round post
Hours:	8:30 – 5pm with half an hour unpaid lunch break
Salary:	A competitive salary is offered to the successful candidate depending on experience and qualification.
Training:	Full on the job training will be provided together with the opportunity to study towards appropriate professional accounting qualifications.
Holiday:	You will be entitled to 5 weeks paid holiday, plus Bank Holidays that fall outside of term-time.
Probation:	The position is subject to a 16-week probationary period.
Pension:	A contributory pension scheme will be available including life assurance and sickness insurance.
Medical Fitness:	Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
Criminal Check (DBS):	As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.
References:	In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster, Mr James Watson and send the letter, application form and any supporting paperwork to;

By post

Chantilly Arbenz
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e. current photocard driving licence, passport).
- Proof of address documentation, (i.e. a utility bill or financial statement issued within the last three months showing current name and address).
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation (e.g. marriage certificate, to confirm change of name).
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.