HASTINGS SCHOOL

Role Profile Accountant & Financial Controller

Location: Hastings School

Function/Department: School Finance

Reporting To: Finance Manager

COGNITA

School Introduction

Thriving Schools. Inspiring Futures.

Hastings School

Welcome to our school

1415 students | 56 nationalities | 6 sites | 1 school

Our school

Whilst in the last two years our graduates leave to attend many of the best universities around the world including; University of Cambridge, Imperial College London, UCL, Duke University, University of Edinburgh, King's College London, KU Leuven, LSE, University of St Andrews & Delft University of Technology to but name a few.

We want students of all ages to enjoy their educational journey at Hastings starting from their first day at school. We want them to fulfil their academic potential and develop the knowledge, understanding, skills and attributes they will need in the future.

We utilize a series of learning habits as part of our learner power approach. These habits are Collaboration, Creativity, Curiosity, Empathy, Reflection, Resilience, Responsibility and Thinking.

At Hastings, as part of the Cognita group of schools, we explicitly design our approach to education to help students develop these attributes and emerge ready to thrive in a rapidly evolving world.

This is a remarkable time to join a remarkable school.

HASTINGS SCHOOL

Our Identity

Hastings School, founded in 1971, serves students aged 2-18, from a diverse community and is nestled in the heart of Madrid, Spain. We are a prestigious, premium international school, within the Cognita family of schools. Our holistic educational approach delivers outstanding academic results.

Our Purpose

We prepare young people to succeed and thrive in a rapidly evolving world.

Our Vision

We aspire to be the leading premium school in Spain.

Our Aims and Values

We aim for students to

be **CARING** towards each other, themselves and feel valued by their teachers.

be **CURIOUS** and passionate about the pursuit of knowledge and understanding and the development of skills and values.

develop the attributes through the Hastings Learner Habits that give them every chance to fulfil their potential and to be **SUCCESSFUL** at school, university and in life.

become **GLOBALLY MINDED**, multi-lingual young people who are culturally and emotionally intelligent, and help create a more just and sustainable world.

Location

Where you'll be working

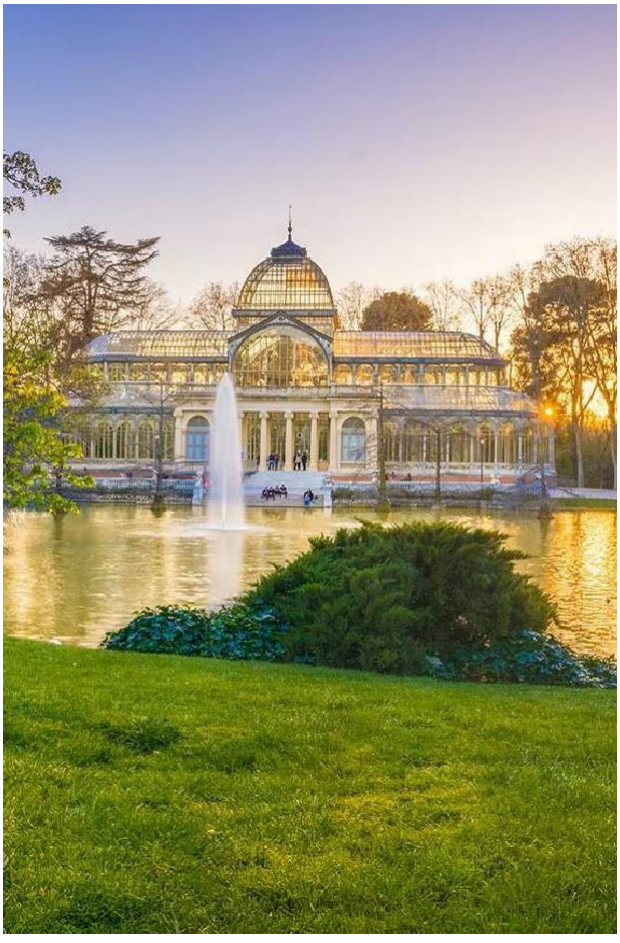
Your new role brings you to Madrid, Spain's capital. A vibrant, cosmopolitan city with inhabitants out and about at every hour of day and night. Each neighbourhood of Madrid is distinct and unique, from funky-alternative Malasaña to chic and high-end Salamanca.

Madrid's location in the centre of the Iberian Peninsula makes it a hotspots for holidays and festivals. With popular events like New Year's Eve, Los Reyes Magos, San Isidro and more taking place in the city throughout the year. There is always something going on in Madrid and the festive energy radiates throughout the city.

As you settle in, you'll discover a community rich in diversity and hospitality that makes Madrid a unique place to call home.

Key Points about living in Madrid

- **Culture:** There is a huge variety of cultural activities on offer. There are not only things to see in the classic museums (Prado, Reina Sofía and Thyssen), but also in the thousands of galleries and cultural centres like El Matadero and La Casa Encendida.
- **Transport:** Madrid has an excellent public transport system that includes the metro, buses and commuter trains, making it easy to get around the city and its surroundings.
- **Natural beauty:** the city is surrounded by the Jarama and Manzanares rivers, as well as the Guardarrama mountain chain.
- **Food:** is another important part of life in Madrid. You can find everything from traditional tapas bars to haute cuisine restaurants.





Role overview

What you'll be doing

Role purpose

To support the school's Finance Department by verifying, allocating, posting, and reconciling accounts payable and receivable; producing error-free accounting reports and presenting their results; analyzing financial information; and summarizing financial status to support decision-making.

Key responsibilities

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Liaises at Finance team level the approvals for goods and services provided to the school including checks against the School Budget Plan.
- Complies with regional, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Support month-end and year-end close process
- Assists Finance Manager in all financial and statistical returns for the government within statutory deadlines, being compliant with all reporting requirements and tax filings.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains parents and staff confidence and protects operations by keeping financial information confidential.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Role overview

What you'll bring

Essential

Skills

- Attention to detail.
- Analytical and data-driven.
- Deadline-oriented.
- Strong time management skills.
- Data entry management.
- General math skills.
- Strong work ethic.
- Ability to build positive relationships.
- Organizational skills; ability to multitask, prioritize, and work under pressure.
- Initiative and problem-solving abilities.
- High commitment to company objectives and values.
- Confidentiality
- Proficiency in Spanish and English.

Qualifications

- Relevant degree-level qualification: Accounting, Business Administration, or similar.

Experience

- 3–5 years of meaningful experience in a finance department and/or financial audit.
- Experience with financial reporting requirements and working with multiple legal entities under different legal frameworks.

Key Stakeholders you'll be working with

- **Internal:** Finance Manager, SLT, teaching and non-teaching staff, students.
- **External:** Parents, external agencies and suppliers.

To be signed and dated by employee:

Signed:……

Name (print):……..

Date:……..

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