



## Job Description

<b>Job Title:</b>	<b>Accounts Assistant</b>
<b>Department:</b>	<b>Bursary / Finance</b>
<b>Responsible to:</b>	<b>Head of Finance</b>
<b>Last reviewed:</b>	<b>October 2022</b>

### Job Outline and Purpose

The primary objective of this role is to support the work of the Finance Department, which provides a complete accounting service to all areas of the School. We are responsible for ensuring that the financial needs of the School are planned for, and met through setting budgets, timely reporting based on account reconciliations and other controls.

The Accounts Assistant will have their own areas of responsibility but will be expected to support other members of the department and provide cover where required. The majority of time spent in the role will be in supporting the Accounts Payable function to ensure that supplier invoices are coded, entered, authorised and paid in accordance with the agreed terms and procedures. Accuracy and attention to detail are key skills to succeed in this role, which involves processing large volumes of information and adhering to deadlines. It is also important to be able to build internal and external working relationships with discretion and professional courtesy. Confidentiality is assumed throughout.

### Working Times

- Full time; 37.5 hours per week
- Monday to Friday 9.00am to 5.00pm with 30 minute unpaid lunch break

The nature of a 24 hour a day, 7 days per week boarding school requires staff to work flexibly and as pupils use the School at weekends, which is also the time most parents visit, there may be a requirement for the post-holder to work early mornings, evenings and weekends.

It is expected that all duties will be completed effectively, efficiently, accurately and within allocated deadlines.

### Duties

The post-holder will:

- assist in providing a complete, efficient and accurate accounting service for the School as part of the Finance Department which may include the timely and accurate processing and preparation of the following:
  - coding purchase invoices/credits
  - inputting purchase invoice/credits into the accounting software system
  - maintain the purchase invoice register of invoices awaiting approval
  - supplier statement reconciliations and resolution of queries
  - setting up new suppliers including security checks

- processing and input of staff expense claims
  - processing of entries and reconciliation of the School's credit card account
  - processing of entries in and reconciliation of other Nominal Ledger accounts
  - recording and reconciliation of bank accounts
  - recording and reconciliation of cash accounts
  - reconciliation of VAT and other control accounts
  - maintaining filing systems
  - preparation of information for and support during annual audit
- establish effective communication and co-operation with all internal stakeholders and external suppliers
  - complete special projects and ad hoc requests, as required
  - assist the Head of Finance and Finance Manager when necessary

#### **General Duties:**

- to ensure that all work is supported with a transparent electronic audit trail i.e. supported by an appropriate filing system which contains clear and accurate working papers
- to approach the role in a spirit of constant improvement and development in process and output
- to comply with School policy in respect of Data Protection – in particular with regard to the confidentiality of financial information
- to assist in the smooth running of the Finance Department, including supporting other members of the Finance team as and when required

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

#### **Other Requirements**

##### *Safeguarding and Child Protection*

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

##### *Health and Safety*

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Accounts Assistant  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Educated to A Level standard or equivalent and above	✓	
<b>Knowledge, Skills and Experience</b>		
Recent experience in a similar role with high volume processing and tight deadlines	✓	
Experience with an Industry standard accounting system.	✓	
Experience in Bank, Supplier and Nominal Ledger reconciliations	✓	
Experience in online Bank payment processing		✓
Completed or studying for a qualification, e.g. AAT.		✓
<b>Personal Attributes</b>		
Excellent communication skills with all relevant client groups, both internally and externally.	✓	
Ability to understand and operate within a school environment.	✓	
Well organised with the ability to prioritise work to deadlines and under pressure.	✓	
Ability to work in a way that promotes the safety and wellbeing of children and young people.	✓	
Confident, self-motivated and proactive.	✓	
Enthusiastic with the ability to learn.	✓	
Honest, polite, reliable, resourceful, flexible, punctual and committed.	✓	