



## Assistant Accountant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	Assistant Accountant
<b>Reporting: to:</b>	Financial Controller
<b>Line management responsibility for:</b>	Assisting the Financial Controller and Payroll Manager with management accounts and payroll monthly.
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Preparing management accounts - including P&amp;L, BS and any other monthly reporting</li> <li>• Assisting with the yearly audit including preparation of lead schedules and consolidated accounts</li> <li>• Assisting with the preparation of annual budgets</li> <li>• Preparing weekly banking and performing petty cash reconciliations</li> <li>• Investigating and resolving discrepancies in a timely fashion</li> <li>• Creating and processing period end journals</li> <li>• Prepayments and accruals calculations, posting and reconciling</li> <li>• Intercompany journals and invoices</li> <li>• Balance sheet reconciliations for all accounts monthly</li> <li>• Rechargeables reconciliations with Billing Ledger</li> <li>• Reconciling Trips against the BS and Parentpay/banks</li> <li>• Cash flow forecast preparation</li> <li>• Pavilion Café invoices for events</li> <li>• Setting up parent pay trips/Zettle items</li> <li>• Fixed asset register maintenance along with any write off postings</li> <li>• Analysis of accounts and cash flows</li> <li>• To assist the Payroll Manager in any way needed.</li> <li>• Payroll monthly reconciliations with the general ledger</li> </ul>
<b>Safeguarding responsibilities</b>	Promote and safeguard the welfare of children and young persons with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



Person Specification			
	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE passes in English and Mathematics</li> <li>3 A-Levels or equivalent</li> <li>Accountancy qualifications (CIMA, ACCA, ACA - currently studying and part qualified)</li> </ul>	<ul style="list-style-type: none"> <li>BA / BSc or equivalent</li> </ul>	<i>Production of the applicant's certificates</i>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>At least 3 years' experience working as an Assistant Accountant and having knowledge of completing P&amp;L and Balance Sheet unassisted.</li> <li>Journal creation and reconciliations are an essential part of experience required.</li> <li>A full understanding of UK accountancy rules and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an office within an educational establishment</li> <li>Assisting auditors with queries</li> <li>Assisting with year-end tasks</li> </ul>	<i>Contents of the Application Form</i>  <i>Interview</i>  <i>Professional references</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>ICT Skills – Microsoft Excel and Outlook</li> <li>Flexibility and reliability</li> <li>Good communication skills</li> <li>Good people skills</li> <li>Good telephone manner</li> <li>The ability to be proactive</li> <li>A team player</li> <li>Ability to prioritise</li> <li>Good organisational skills</li> <li>Can do attitude</li> </ul>	<ul style="list-style-type: none"> <li>ICT skills - SIMS and PASS database, Windows XP Professional, Word,</li> </ul>	<i>Contents of the Application Form</i>  <i>Interview</i>  <i>Professional references</i>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Ability to communicate with all levels, and to deal with staff and suppliers in a friendly and understanding manner.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge gained from having already worked within an educational establishment</li> </ul>	<i>Contents of the Application Form</i>  <i>Interview</i>  <i>Professional references</i>



<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"><li>• A detailed and analytical approach to work duties.</li><li>• Ability to communicate effectively at all levels in the workplace, and occasionally, to deal with parents in a friendly and understanding manner.</li><li>• A commitment to accuracy and accustomed to achieving deadlines.</li><li>• Good analytical maths skills and the ability to spot numerical errors</li><li>• Good knowledge of accounting rules and reporting regulations</li><li>• Hands on experience with MS excel and accounting software. Experience with Pass and Sage preferred but not essential.</li><li>• Ability to handle sensitive, confidential information</li><li>• Can work to deadlines in a time efficient manner</li><li>• Ability to take ownership of assigned tasks</li></ul>	<ul style="list-style-type: none"><li>• Can work well in fast paced environment</li><li>• Familiarity with finance regulations</li><li>• Can work calmly under pressure</li><li>• Good "can-do" attitude</li></ul>	<i>Contents of the Application Form</i>  <i>Interview</i>  <i>Professional references</i>
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