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**Job Description: Accounts Assistant**

**PURPOSE OF JOB**

To provide financial administrative support to the Head of Finance ensuring quality financial information is provided and accurate accounting records are maintained in accordance with month end procedures, the Finance manual and statutory obligations. The level and wide varied demands of the role are considered an expectation of the requirements a small Finance department must deliver and therefore all Finance staff must have the knowledge and understanding of all processes adopted. Due to segregation of duties members of the Finance team may be asked to carry out certain processes on a routine basis; however the Head of Finance may request staff to carry out other reasonable tasks in line with operational needs.

**JOB OUTLINE/KEY RESULT AREAS**

* Maintaining accounting records
* Post to be opened daily and sorted into the relevant batches in preparation for posting.
* Manage invoice queries to suppliers and business users (e.g. missing order numbers).
* Match invoices to purchase orders
* Deal with price queries and non receipted POs
* Manage invoice log
* Manage creditors ledger
* Handling and reconciliation of cash transactions (catering, trips, fund raising etc.)
* Support payroll processing

**MEASURES OF SUCCESS/STANDARDS OF PERFORMANCE**

* Paying suppliers on a timely basis, processing invoices efficiently and accurately.
* All post opened on a daily basis.
* Missing POs must be dealt with within 7 days
* All invoices to be matched daily
* Zero payroll corrective actions

**ENTRY LEVEL REQUIREMENTS**

1. A starting qualification in a recognised accountancy discipline to at least of AAT or relevant experience, payroll experience would be beneficial.

**TECHNICAL COMPETENCIES REQUIRED**

* Book keeping skills.
* Working knowledge of Sage 200 accounts, Sage 50 Payroll and Microsoft office applications.
* Experienced in a financial control environment and able to demonstrate understanding of accounting issues.

**PERSONAL COMPETENCIES REQUIRED**

* Ability to resolve and reconcile issues with limited supervision by identifying sources of errors, making retrospective corrections and ensuring that appropriate changes are put in place to prevent the error recurring.
* Efficient, organised and methodical worker. Ability to deal with a demanding workload.
* Highly competent in analysis and interpretation of information.
* Strong interpersonal skills, particularly in developing relationships with internal customers.
* Prepared to take ownership of tasks and outputs, without requiring day to day supervision.

**KEY RELATIONSHIPS**

Internal

* All staff
* All pupils

External

* HM Revenue and Customs
* Suppliers
* Customers
* Parents
* Auditors
* Banks/external funders

**DUTIES**

1. Posting purchase invoices.
2. Maintaining the purchase ledger.
3. Arranging payments, maintaining the cash book.
4. Maintaining petty cash records.
5. Dealing with supplier statements and queries.
6. Payroll transaction processing.
7. Miscellaneous analysis of Kitchen department reports

In addition: Head of Finance may request employees to carry out other reasonable tasks in line with operational needs.