

FARLEIGH

SCHOOL

Job Description	Accounts Assistant
Responsible to:	Finance and Admin Bursar
Purpose of the job:	To contribute to the smooth running of the Accounts Office to enable the reporting of accurate and timely information.
Relationships:	The post holder is accountable to the Finance and Admin Bursar (FAB) and the Director of Finance & Operations (DFO).
Particular Responsibilities:	<ul style="list-style-type: none"> • Assist in preparation of termly accounts to trial balance, including reconciliation of control accounts and nominal analysis. • Assist in preparation of budgets and continued monitoring of budgets with Heads of Departments. • Take responsibility for the fixed asset register and monitoring of capital expenditure to report to FAB and DFO. • Take responsibility for the purchase ledger of the school. • Assist in maintaining the fees ledger and postings to assist in invoice preparation. • Undertake stock control of the uniform shop, reconciling purchase orders and deliveries. • Assist with other office functions at peak periods. • Deputise for the FAB as appropriate.
Personal Qualities:	<ul style="list-style-type: none"> • Conscientious • Attentive to detail • Flexible • Ability to work as part of a team
Skills Required:	<ul style="list-style-type: none"> • Previous experience of working in an Accounts Office • IT literate with experience of Microsoft Office
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.