

**URSULINE HIGH SCHOOL**  
**ACCOUNTS ASSISTANT [PART-TIME]**  
**BACKGROUND INFORMATION**

**Post Title:** Accounts Assistant [part-time]

**Grade:** ME5, points 14 – 17, £20,007 - £20,472 [paid pro rata]

**Responsible to:** Finance Manager

**Date:** October 2018

The Ursuline High School has been established for over 125 years in Wimbledon and is an Outstanding Roman Catholic Girls school in the heart of Wimbledon. The Ursuline has a strong Catholic identity and mission based on the charism of St Angela Merici.

The school currently caters for 1348 girls aged 11-18, which includes approximately 320 pupils within our Sixth Form. We have a joint Sixth Form with Wimbledon College, sharing facilities on both sites.

**Administrative Structure**

This post will be responsible to the Finance Manager.

**Person Specification**

The person appointed must be numerate, accurate, well organised and possess good communication skills. (S)he must be able to work on his/her own initiative and be capable of working as part of a small dedicated team. ICT skills will be necessary. (S)he will have good keyboard skills and knowledge of Word. (S)he must have excellent spreadsheet (Excel) knowledge. This is an extremely busy and varied position and the ability to prioritise, work under pressure and to deadlines is crucial. This position calls for a person with a mature attitude who has excellent presentation skills, is positive, motivated, flexible and with experience of problem solving. An awareness of financial deadlines and procedures as well as experience of audit requirement is crucial. The need for confidentiality is paramount in this position.

## **Salary**

Salaries are payable on or about the 15<sup>th</sup> of each month. The salary for this post will be ME5, points 14 - 17, £20,007 - £20,472 per annum. Please note that these figures are for a full-time post, whereas this position is term time only, plus one week during the school holidays (a total of 40 weeks) and therefore you will be paid pro rata.

## **General Information**

The main duties attached to the post are listed on the enclosed sheet.

Training will be given on the specialised computer packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

The hours of duty will be 21 hours per week [Monday, Tuesday and Wednesday] from 8.00 am – 4.00 pm with one hour a day for lunch for 40 weeks p.a. Flexibility will be necessary during certain times of the year.

The post is for 40 weeks per annum. 39 week term time plus one week during school holidays.

This position is subject to enhanced DBS disclosure plus a six-month probationary period.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

Completed application forms should be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA by 12.00 pm on Tuesday 23<sup>rd</sup> October.**