



JOB DESCRIPTION ASSISTANT ACCOUNTANT

THE SCHOOL

RMS is a leading independent girls' day/boarding School with 1000+ pupils aged 2 to 18 and over 350 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.org.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

THE ROLE

With a turnover in excess of £18m pa the Assistant Accountant will be responsible for supporting the managing, controlling and reporting of the school's finances. The Accounts Department is a key part of the school community. The successful candidate will join a team of four other members of staff and will report to the School Accountant. A sound grasp of financial principles, excellent attention to detail and a customer focused approach will be required. A willingness to cross-train, cover for absence and provide help at peak times to others in the department will also be key. Excellent communication and inter-personal skills are essential as is the ability to work effectively as a member of the bursarial and wider school team.

JOB SPECIFICATION

Duties of the post holder will include the following key areas;

Financial Controls:

- Assisting the School Accountant with budgeting and preparation of statutory accounts.
- Investigating queries from Heads of Department and other budget holders.
- Monitoring and control of Nominal accounts to Trial Balance.
- Assisting with the administration of investments and other deposits.
- Checking and authorisation of manually prepared journals.
- Performing ad hoc investigation/ analysis work as required for the School Accountant.
- Assisting with the end of month process and closing of the period and performing/checking all related reconciliations.
- Assisting in the preparation of termly fee invoices and reconciliation of pupil numbers with the Admissions department.
- Accounting for and the monitoring of Trip Financials
- Provide support/cover to the Payroll Controller.
- Reviewing processes and identifying possible improvements.
- Monitoring and maintaining the contracts database.
- Intercompany accounts reconciliation.
- Assist the year end auditors, providing answers in a timely manner.

The list is not exhaustive, and the Accounting Assistant may be asked to carry out other duties within the finance remit.

CANDIDATE PROFILE

Candidates will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community. The Assistant Accountant has an important role which will bring them into regular contact with teaching and support staff as well as parents, suppliers, contractors and external agencies.

PERSON SPECIFICATION

Qualifications and Attainments:

- Mathematics and English GCSE's at A*-C or equivalent
- Studying towards ACCA/CIMA (Part qualified)
- Evidence of a commitment to personal professional development

Experience

The successful candidate must be able to demonstrate the following:

Essential Skills:

- A proven track record of producing accurate and reliable work to set deadlines is essential
- Good IT skills (Microsoft Office packages including outlook and excel - a high standard of proficiency with spreadsheets is required)
- Experience with month end procedures and associated reconciliations.
- Experience of understanding financial information, and upholding financial controls
- Experience of working in more than one Accounts role, including experience of budget preparation, expenditure management and forecasting.
- A part/fully qualified accountant (ACA, CIMA or ACCA)

The following skills are highly desirable:

- Experience of working in a School or charity
- Preparation of payroll
- Change management/ migration to a new Accounts system or Accounts IQ would also be valuable

Personal Attributes:

The successful candidate will need to demonstrate that they are:

- driven, and have the ambition to play a key role in the development of the finance function
- able to work well in a team
- approachable and friendly
- motivated and a self-starter
- organised and methodical
- accurate with a high level of attention to detail
- numerate and able to communicate well both orally and in writing to a range of audiences

TERMS OF EMPLOYMENT

The terms of employment include:

- A permanent contract working 52 weeks per annum including 6 weeks paid holiday per academic year.
- 37.5 hours a week (excluding a 30 minute unpaid lunch break), working 8.00 am to 4.00pm from Monday to Friday.
- RMS Support Pay scale points S23 to S27 depending upon experience/qualifications (£27,476 per annum to £29,660 per annum).
- Support Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy
- Access to an Employee Assistance Programme

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate’s ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline.

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.