

## **SENIOR ACCOUNTS ASSISTANT**

### **Introduction**

Concord College is England's premier international boarding school providing GCSE and A level courses. Set in 70 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. The College is regularly rated in the top 20 schools in the UK. We also run our own residential summer course programme during the months of July and August. Students are cared for by dedicated staff in a safe and beautiful environment.

**Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.**

### **Purpose of the Role**

As part of the Accounts team, the post holder will report to the Accountant and will be involved in all aspects of accounting procedures and systems to ensure the efficient running of the department.

The post holder will be expected to quickly gain an understanding of the roles and responsibilities of others within the Bursary and become proficient in the use of all elements of requisite software.

The Senior Accounts Assistant will be responsible for the efficient and effective performance of the Accounts Office and will implement new systems and working practices as required to achieve this outcome in liaison with the Accountant and the Bursar.

### **The Accounts Department**

The department currently consists of three Accounts Assistants who report to the Accountant. The Assistant Bursar (Finance and Operations) has responsibility for overseeing the finance function and the Bursar has overall control.

Software currently in use includes Earnie (IRIS) for payroll, SIMS (Capita) for the student database and fees ledger and FMS (Capita) for financial management and purchase ledger.

### **Accounts department functions that the post holder will be involved with include:**

**Fees Ledger** - ensuring that fees, scholarships and discounts are processed accurately; that extras chargeable to students are reconciled to the purchase ledger and recovered through invoicing; that pocket money withdrawals are correctly posted onto students accounts; that invoices are produced and issued on time; that fees reconciliations are regularly produced and provided to the Bursar; that receipts for fees are accurately and efficiently recorded; that debtors reports are produced weekly for the Bursar; that debts are chased efficiently, commencing two weeks following payment due dates and weekly thereafter in liaison with the Bursar until the debt is collected; that commission due to agents for enrolments is calculated and paid accordingly and that regular statements are provided to the Bursar; that the fees database is maintained efficiently and that the operation of the fees ledger is actioned efficiently; that security procedures and control measures are followed.

**Purchase Ledger** - ensuring that procedures are followed in the authorised ordering of goods and services; that orders and invoices are recorded efficiently and accurately to the correct cost code/ledger code and period; that invoices are paid efficiently, adhering to the credit terms most beneficial to the College; that sundry income is handled correctly.

**Pocket Money** - ensuring that the pocket money service, which the College offers to students who do not have their own bank accounts, is administered efficiently and that security procedures are followed.

**Petty Cash** - ensuring that all requests are authorised and transactions are posted onto the nominal ledger on a monthly basis.

**Payroll** – ensuring the accuracy of payroll in compliance with HMRC regulations and pension scheme requirements.

**Duties will include:**

- overseeing the function of the Accounts Office
- ensuring even distribution of work
- ensuring that each team member is familiar with all areas of work in order to provide cover for absent colleagues to ensure continuity of service and meeting of deadlines
- ensuring security procedures and control measures are stringently adhered to at all times and carrying out regular audits
- preparation of payroll
- preparation of reports as directed by the Accountant
- reconciling accounts
- creating and maintaining spreadsheets, for recording purposes and data analysis
- managing cash transactions (pocket money and petty cash)
- processing income (fees) on the College's Management Information System
- handling and printing cheques
- receiving and processing all invoices, expense forms and requests for payment
- verifying calculations with the accounts team
- managing daily post (in and out)
- ensuring deadlines are met
- supporting and implementing new procedures and practices as directed by the Accountant, Bursar or Assistant Bursar
- keeping up-to-date with accounting knowledge and current legislation in relation to finance/payroll
- completing appropriate training
- performing other ad hoc administrative tasks as directed by the Accountant

The above list is not exhaustive, and the College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College.

In addition, all employees are expected to comply with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Security, Smoking in the Workplace, Confidentiality and Data Protection, and reporting any concerns.

**Qualifications:**

- AAT Level 3/4.

**Skills and Experience:**

- effective communication skills, both written and verbal
- proven ability in the use of accounting systems/payroll software
- excellent time management skills
- strong Microsoft and excel skills

- previous experience in a similar role, with proven team leader/supervisory skills and reporting at a senior level
- strong reporting and data analysis skills
- proven ability in identification, creation and implementation of new systems to improve efficiency

**Personal Attributes:**

- honesty and integrity
- ability to work as part of a team as well as independently
- ability to successfully lead a team
- ability to work confidentially
- methodical and disciplined approach to work
- excellent attention to detail
- ability to organise and prioritise workload
- accuracy
- ability to exploit information systems
- ability to audit the work of others

**Remuneration**

Negotiable, dependent on qualifications and experience.

In addition lunch will be provided in the dining room at no charge, whilst the catering department is in operation.

**Working Hours**

9am to 5pm Monday to Friday with one hour for lunch (total 35 hours per week). Flexibility is required, as workload and responsibilities demand.

**Holiday Entitlement**

5.6 working weeks per annum, including public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

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