



Reed's School Job Description

ASSISTANT ACCOUNTANT

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the Role:	The Assistant Accountant will be responsible for the Reed's School and Ripley Court School purchase ledgers, processing supplier invoices and employee expense claims. They will also carry out some bookkeeping duties for Reed's School and its subsidiary (Reed's School Enterprises Ltd), such as petty cash reconciliation, banking and cashbook postings, accruals and prepayments if required.
Main Duties and Responsibilities:	<p>Reed's School and Ripley Court School:</p> <ul style="list-style-type: none">• Process supplier invoices in Lightyear, the School's automated invoice approval system.• Ensure correct records are transferred to WCBS PASS (the school's accounting package).• Prepare weekly BACS payments runs.• Process employee expense claims ensure they adhere to the school's expenses policy.• Manage and post petty cash.• Prepare paying in slips and post charity cash collections. <p>Other Duties:</p> <ul style="list-style-type: none">• Undertake such other comparable duties as the Accountant may require from time to time.• Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.

Reed's School Person Specification ASSISTANT ACCOUNTANT

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	Essential	Desirable
Qualifications:		<ul style="list-style-type: none"> • Educated to degree level or qualified by experience of working in a similar role.
Knowledge and Experience:	<ul style="list-style-type: none"> • Previous experience of working within an Accounts role. • Cash handling experience. • Excellent written, numerical and oral communication skills. • Excellent attention to detail. • Good Knowledge of Excel and Word with the ability to manipulate data in Excel. 	<ul style="list-style-type: none"> • WCBS PASS. • XERO.
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Pro-active, 'can do' approach. • Ability to work as part of a small team. • Flexible in prioritising work; open to change. • Strong organisational skills. 	