



**CHURCHER'S  
COLLEGE**



# Accounts Assistant

July 2021

## The School

Churcher's College is an Independent co-educational day school offering Nursery, Junior, Senior and Sixth Form education. With 927 pupils in the Senior School and 250 pupils in the Junior School (excluding the Nursery) of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents,

children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

Churcher's College is classed as a medium size business, with a turnover of £17 million per annum. It has just over 200 staff across the two school sites. The school has a VAT registered subsidiary, Churcher's College Enterprises Ltd through which it operates a swimming pool for both school use and external lettings.

## The Role

Support the Bursar's department in providing a complete finance service to both the Senior and Junior schools, addressing all issues of a finance nature and providing all relevant information to meet the demands of the Governors, Senior Management, teaching and support staff. These services may include, but are not limited to, any of the following: Maintaining financial records, processing payments, account reconciliations, budgeting, reporting and cash handling.

### The main duties of the post will be:

- Working closely with the Head of Finance to ensure the smooth

operation of the finance function

- Working with other members of staff including the Bursar's PA, Junior School, Catering, IT and Estates departments
- Managing the purchase ledger and dealing with queries from both staff and suppliers
- Reconciling and reporting on key control accounts
- Assisting with the termly Fee Billing routines
- Managing the daily bank reconciliations for all accounts
- Working with the Lettings Department with regards to invoicing and credit control

The department uses a variety of IT systems, such as iSAMS (fee billing), SAGE (accounting package), My School Portal (trips and wrap around care) and Stripe (payment system). Prior knowledge of these would be useful but not essential.

## Key responsibilities

- Ensure all invoices are authorised correctly and invoices are paid timely through the fortnightly payment process
- Resolve queries with suppliers regarding invoices and goods/services supplied, often by working closely with relevant teaching/support staff
- Reconciliation of specific nominal ledger control accounts
- Managing the daily bank reconciliations
- Ensure monthly staff expense are authorised and prepared for payroll
- Reconciliation of monthly credit card statements and petty cash
- Perform monthly catering and printing journals
- Support the Head of Finance in managing the termly Fee Billing routines and direct debit processes
- Assisting teaching staff with departmental capitation queries through the production of financial statements, preparation of spreadsheets, reports and correspondence as required
- Assist the Head of Finance with the production of the school's termly and year end accounts
- Assist with the accounts for CCE, liaising with the Lettings Team to ensure purchase and sales ledgers are managed accurately
- Working with the Junior and Senior School Admissions team with regards to deposits and registrations
- Provide financial support to other school colleagues
- Periodically taking cheques and cash receipts to the bank
- Any other duties that may be deemed appropriate to this role

## Qualifications and Experience

- Minimum of two years' experience of working within a finance department
- Understanding of accounting processes and regular use of finance software

- Awareness of the provisions of the Data Protection Act
- Good level of competence in Excel, Word, Outlook and accounting software
- Good keyboard skills
- Able to work effectively with minimal management guidance/supervision
- Good analytical and problem solving ability
- A recognised finance qualification such as AAT or actively working towards one (or equivalent experience)
- Experience of SAGE financial systems (or equivalent experience)
- Previous experience of working in a school environment (desirable)
- Experience of School Management Systems such as iSAMS (desirable)

## Skills and Personal Qualities

- Confidential manner
- Strong interpersonal skills, including an excellent telephone manner
- Good organisational skills
- Calm and professional disposition
- Self-motivated and enthusiastic
- Ability to work under pressure and meet targets and deadlines
- Able to work in a busy office environment that often demands high levels of concentration and changing priorities
- Able to manage high volume workload
- Willingness to accept responsibility
- A commitment to the highest standards of child protection

## Application Details

As a consequence of the Children Act 2006 and KCSIE 2020, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the

Headmaster before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Churcher's College aims to be a fair employer and is committed to equal opportunities.

Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age.

Application forms with covering letter and CV (optional) should be sent to Nicci Kilpatrick, HR, at Churcher's College, Petersfield, Hampshire GU31 4AS or by email to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com) by 12 Noon on Wednesday 26 May 2021. Interviews will take place week commencing 7 June 2021

## Terms and conditions

This is a full time role although there may be some flexibility to the hours required in the school holidays.

Salary would be based on FTE £25,000 - £30,000 depending on experience.

The successful candidate is entitled to join the Local Government Pension Scheme.

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

The successful candidate would ideally begin working at Churcher's in July 2021- date to be agreed.