



ST ALBANS
SCHOOL

Senior Accounts Assistant

FOR JANUARY 2022



ST ALBANS
SCHOOL

THE SCHOOL

St Albans School is a multi-dimensional institution: academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional holistic education, enabling us to identify and nurture each pupil's potential. Our fundamental and unrelenting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. Inspirational teaching ensures strong intellectual development whilst outstanding provision and achievements in the wider curriculum enrich each pupil's experience. Our pupils develop important values, qualities and skills, as well as learning an awareness and understanding of the wider world as they determine the contribution they intend to make to it in their adult lives.

We believe that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing and pastoral care (organised by section and year group): the warmth and friendliness of the School community is one of its great strengths and distinctive features. The School's vision is *to help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life*. Further information about the School's motto, ethos, aims, vision and values can be found at <https://www.st-albans.herts.sch.uk/about-us/aims-ethos/>.

The School has a fine reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanian academics include Professor Lord Renfrew, formerly Master of Jesus College, Cambridge; the late Dr John Barber, formerly Vice Provost of King's College, Cambridge; and the late Professor Stephen Hawking. Academic standards are consistently very high: the ten-year average of A levels graded A*, A or B exceeds 90%, and recent years have seen record achievement with A* grades. At (I)GCSE the ten-year average of 9-7/A*-A grades is 84% with record achievement at grades 9-8/A* in the last few years. Further information about examination results can be found at <https://www.st-albans.herts.sch.uk/information/#exam-results>.

However, the School sees examination results as a means to an end rather than an end in themselves and the importance of the learning journey is prioritised. The focus of teaching and learning is to ensure students are educated in the fullest sense so that they may be productive in their communities in the spirit of the School motto (*non nobis nati* – born not for ourselves) and fulfil their potential. St Albans School students are holistic learners who take responsibility for their own learning and we equip them, via our Learning to Learn (LTL) programme, with the theoretical, practical and creative skills to thrive in any environment and to have well developed skills of independent learning in order to be able to prosper in higher education and the workplace. Our teachers are subject specialists with a commitment to developing transferable skills as well as excellent subject knowledge; they are innovative and creative in their pedagogical approaches and have high expectations for their pupils. Support and training are provided by the Teaching and Learning Team who aim to develop and extend the professional community within and beyond the School.

All teachers are provided with a School laptop with wi-fi connectivity to smart boards in classrooms. The School's BOYD scheme for Third Form (Year 9) pupils is now in its third year. Whilst teaching and



learning is not exclusively undertaken via digital means, teachers deploy a wide range of digital strategies and all classes utilise Microsoft Teams and OneNote notebooks.

The co-curriculum plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving as is our extensive partnership scheme with local state-maintained schools.

The vast majority of our leavers are successful in securing places on competitive courses at Russell Group universities. The most popular destinations in recent years have been Bath, Bristol, Birmingham, Cambridge, Durham, Exeter, Leeds, Manchester, Nottingham, Oxford, Warwick and York.

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for Assembly in the Abbey twice a week.

The School was, for much of the twentieth century, a Direct Grant school, but is now fully independent. The current Headmaster, like his recent predecessors, is a member of the Headmasters' and Headmistresses' Conference (HMC). The present school roll is c.880 with a Sixth Form of 310, and the teaching staff numbers some 100.

There has been a great deal of investment in buildings and facilities over recent years. In 2002 the School opened extensive new sports grounds, Woollams, on a 70-acre site on the northern outskirts of the city: the School uses some 45 acres and the Old Albanian Sports Association is the tenant of the remainder. The School competes at a very high level in all the major sports and in cross country has a national reputation. The School owns a well-equipped Field Study Centre, Pen Arthur, in the Brecon Beacons.

The latest additions to the School campus include a new Sports Centre (with swimming pool, sports hall, fitness centre, dance studio and climbing wall) and the purchase of a large building (Aquis Court) on an adjoining site which has been converted into a superb Art School, Sixth Form Centre and a suite of classrooms. The Hall has recently undergone the first phase of a major refurbishment programme, the main feature of which was the construction of a new Music School which was opened in May 2018. The Corfield Building, an outstanding £6.5m facility for Mathematics (on the Upper Ground and First Floors) and the CCF (on the Lower Ground Floor), opened in January 2020. The classrooms vacated by Mathematics have been converted into new facilities for Computer Science (opened in 2020) and additional Science laboratories (2021). There is a rolling programme of refurbishment of academic departments: the vast majority of classrooms and laboratories have been revamped in recent years.



ST ALBANS
SCHOOL

The School is heavily oversubscribed at all levels of entry. The main ages of entry are ages 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ and 13+ is by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



ST ALBANS
SCHOOL

Senior Accounts Assistant

Reporting to the Accounts Manager, the Senior Accounts Assistant is responsible for the smooth and timely running of the purchase ledger and sales ledger, credit card functions and some banking processes in St Albans School, Abbey Gateway Enterprises and Woollam Playing Field Trust, whilst providing an efficient service as part of the School Accounts Team. The Senior Accounts Assistant, in the absence of the Accounts Manager, will ensure all operational accounting functions run smoothly and efficiently.

Knowledge/Skills/Abilities

- Strong previous experience in an accounting/finance department.
- Proven previous experience with banking processes and sales and purchase ledger.
- Ability to oversee and support the Account Department in the absence of the Accounts Manager.
- Confident in making department wide decisions in the absence of the Accounts Manager.
- Excellent administration skills and attention to detail.
- Highly organised with ability to multi task.
- Ability to work to deadlines and prioritise a varied workload.
- Advanced data entry skills with an ability to identify and address numerical errors and discrepancies.
- Knowledge and experience of computerised accounting databases/systems.
- Strong IT skills (Microsoft Office: Word, Excel and Email).
- Team player and flexible approach.



JOB DESCRIPTION:

Key Responsibilities & Accountabilities

- Process payment of purchase ledger invoices and staff expenses bi-weekly by BACS, ensuring accuracy in invoice postings, budget codes and authorisation levels. In addition, create ad-hoc payments for urgent invoices when required.
- Management of the sales ledger including issuing monthly and ad-hoc invoices, credit control and issuing refunds.
- Process and record all transactions on the pre-loaded Equals debit cards including managing the balances and arranging top up payments by bank transfer, and regular reconciliation to the online account.
- Oversee the processing of all Barclaycard transactions including checking accurate reconciliation of monthly statements and obtaining appropriate authorisation.
- Manage the School Amazon account, placing centralised orders and reconciling the payments and receipts.
- Conduct monthly reconciliation of Woollam Trust and Abbey Gateway bank accounts.
- Submit online bank payments and intercompany transfers when required using Barclays.Net.
- Manage direct debit and standing order mandates in Barclays iPortal and allocate corresponding transactions in the purchase ledger.
- Maintain a detailed record of residential trip payments and liaise with trip organisers over all aspects of trip finances, including reconciling payments in the bank account, arranging cash, cards and currency, organising refunds and ensuring timely payment to tour operators.
- Process quarterly digital VAT return for Woollam Trust.
- Process journals in nominal ledger when required.
- Assist the Financial Controller with year-end processes including invoice pre-payments and accruals, reconciliation of suspense and contra accounts, and year-end transfers.
- Assist with end of year archiving processes and maintain up to date storage records.
- In the absence of the Accounts Manager, ensure all day-to-day operational accounting functions run smoothly and efficiently, including supporting other members of the Accounts Team.
- Assisting staff with general accounts queries.
- Supporting the Accounts Manager as and when required with other departmental processes.
- Any other appropriate finance duties as may be required by the Accounts Manager.

Key Performance Indicators

- Level of accuracy in data entry and efficiency of accounting procedures.
- Timely processing of purchase and sales ledger invoices, bank reconciliations and VAT submission.
- Successful control of the credit card functions and timely reconciliations.
- Good level of customer satisfaction (both staff internally and creditors externally).
- Smooth running of the Accounts Department in the absence of the Accounts Manager.



ST ALBANS
SCHOOL

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



ST ALBANS
SCHOOL

FURTHER INFORMATION

This position is full time, 35 hours per week, Monday to Friday.

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

The successful candidate will be auto-enrolled into a contributory pension scheme operated by the Pensions Trust. This is a nominated defined contribution scheme, the details of which include an initial 6% employer contribution rate and a 3% employee contribution rate upon auto-enrolment. Scheme members have the option to increase their contributions and the School will contribute double the employee contribution up to an employer maximum contribution of 9%. Life assurance over of four times annual salary is also offered.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

St Albans School offers many other non-contractual benefits including free onsite parking, free lunches during term time and free use of the onsite leisure facilities which include swimming pool and gym. The School's Salary Extras online platform gives access to a range of lifestyle benefits and discounts as well as support and guidance with financial matters, health and wellbeing. There is a generous annual budget for staff training and development.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

Applications should be submitted by 10 January 2022, using the form available at <https://www.st-albans.herts.sch.uk/information/vacancies/>. A CV and a covering letter can be attached to this form. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.