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Information for applicants

Accounts Assistant – Accounts Payable

Closing date: 17th January 2020



Winner: **School of the Year** | Silver Awards: **Teacher of the Year** | **Student of the Year**
Pearson BTEC Awards 2019

About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents mean that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

Judith Fremont-Barnes | Head

Testimonials

“I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils.” | **Milton Abbey School teacher**

“I’m so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication should by staff is exemplary.” | **Parents of a Sixth Form student**

“It’s a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond.” | **Sixth Form student**

“Milton Abbey has been the making of our son. From the teachers, to the Boarding House team, and the friends he has made for life. It truly is a fantastic school.” | **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the School – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the School boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the School.

Our management structure and ethos

The School is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 225 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

Accounts Assistant – Accounts Payable

We are seeking to appoint **Accounts Assistant – Accounts Payable** within the school's small, friendly but very busy finance department. Full details are available on the school website and in brief:

Accounts Assistant – accounts payable - you will be overseeing the school accounts payable function but also providing general accounts support in a variety of areas. This is a full-time position working year-round; 52 weeks.

Job Description

TITLE:	Accounts Assistant – Accounts Payable
WORKING PATTERN:	Year-round (52 weeks); 37.5 hours/week
DEPARTMENT:	Finance
JOB PURPOSE:	To assist the School Accountant with the operation of the school's accounts payable function and other general accounting duties
RESPONSIBLE TO:	School Accountant

The primary purpose of the role is to oversee the accurate and timely processing of the school's accounts payable and purchasing systems. In addition, various other general accounts duties will be allocated depending upon the candidates experience and aptitude.

Duties and Responsibilities

Purchase Ledger

- Main point of contact for all Suppliers
- Issue Purchase Order numbers and maintain the Purchase Order spreadsheet
- Review and match Purchase Orders to invoices
- Coding and posting invoices onto the school system
- Reconcile Supplier statements as received
- Prepare payment runs via BACS and or Cheque
- Send remittance advices to Suppliers via email
- Maintain Supplier ledger accounts
- Post Supplier payments against invoices via the bank statements
- Processing of staff expenses

Billing Ledger

- Banking of cheques and cash
- Recharge pupil expenses via Purchase invoices or direct from the Recharge spreadsheet
- Provide explanation of recharges posted to pupils termly bills to the School Accountant
- Pupil insurance billing management

Accounts Assistant – Accounts Payable

- Raising invoices and credit notes as required
- Reconciliation of the Pupil Tuck Shop Reports

Petty cash and sundry bank/credit card accounts

- Handling petty cash and issuing to staff members with appropriate
- Collating and filing appropriate receipts and evidence in support of expenditure
- Account reconciliation including, for example, sundry credit cards, house bank accounts and amazon/online purchasing accounts

Essential Qualifications and Experience

The post holder will have:

- experience of overseeing a purchase ledger operation (not essential but of particular interest to the school)
- high levels of organisational and administrative skills
- the ability to work discretely and confidentially
- the ability to work on own initiative and be proactive
- excellent written and verbal communication skills and experience of dealing with a range of external stakeholders
- excellent attention to detail
- good working knowledge of Outlook, Word, Excel and accounting applications
- excellent attention to detail and organisational skills
- a high level of accuracy in data input
- possess enthusiasm for an accounting role and aspirations to gain AAT qualification or similar

TERMS OF APPOINTMENT

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

- Hours:** This is a full-time post ; year-round (52 weeks) 37.5 hours per week.
- Holidays:** The salary is inclusive of 5 weeks paid holiday (which includes payment for Bank Holidays). Public holidays falling when pupils are in School during term time are working days. Holidays must be taken at times convenient to the School.
- Salary:** A competitive salary is offered to the successful candidate depending on experience and qualification at circa £21,000 per annum.
- Probation:** The position is subject to a six month probationary period, which may be extended.

Accounts Assistant – Accounts Payable

Pension: The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a contributory pension scheme when required by law.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Background Check (DBS): As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

References: In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Head and send the letter, cv and application form to:

Miss Lynne Hughes

Accounts Assistant – Accounts Payable

HR Administrator

By post

Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

Closing date for applications is noon on Friday 17th January 2020. We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.