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**Information for applicants**

# **Accounts Assistant**



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 shown 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.

We have 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 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.

### **Our management structure and ethos**

The School is run by the Head, supported by a Senior Deputy Head and Deputy Heads responsible for the Academic, Co-Curricular, Boarding 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 pre-employment checks including a full DBS check and the receipt of satisfactory references.

# Accounts Assistant

Hours Required: 37.5hr/week

Rate of Pay: £12 – 12.50 p/hr dependent on experience

Milton Abbey is seeking to appoint an Accounts Assistant within the school's small, friendly, but busy finance department.

As part of the role you will be overseeing the school accounts payable function but also providing general accounts support in a variety of areas.

We are looking for an enthusiastic and positive person, with excellent communication skills and a high level of attention to detail and accuracy in their work.

The successful applicant will ideally have previous accounts experience, be a great team player and will relish the opportunities and challenges of working in a school environment.

This is a full-time position working year-round, within a supportive team, and full training will be given with the possibility of study support towards an AAT qualification.

Further details may be obtained from our website or from HR on 01258 881805 or email [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk). Applications must be submitted on the School's application form which can be accessed [here](#).

We are interviewing on a rolling basis so early applications are advised.

*Milton Abbey School is committed to safeguarding and promoting the welfare of children. The appointment will be the subject of an enhanced disclosure from the Disclosure and Barring Service.*

# JOB DESCRIPTION

<b>TITLE:</b>	Accounts Assistant – Accounts Payable
<b>DEPARTMENT:</b>	Finance
<b>JOB PURPOSE:</b>	To assist the School Accountant with the operation of the school's accounts payable function and other general accounting duties
<b>RESPONSIBLE TO:</b>	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
- Review coding and post invoices onto the school system
- Reconcile supplier statements as received
- Prepare supplier payment runs within the school system
- Send remittance advices to Suppliers via email
- Maintain Supplier ledger accounts
- Allocate supplier payments to invoices where required
- Processing of staff expenses

#### **Banking and Petty Cash**

- Handling petty cash and issuing to staff members with appropriate authorisation
- 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
- Creating bank payments where required
- Banking of cheques and cash

## Accounts Assistant

### General Duties

- General management of the Accounts email inbox and responding to queries
- Other tasks as required for the effective running of the Finance department

### 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
- a high level of accuracy in data input
- possess enthusiasm for an accounting role and aspirations to gain AAT qualification or similar

Milton Abbey School celebrates diversity and is committed to achieving equality for all. Those of all faiths and none are equally welcome in our community. The Abbey is central to our school life. Community worship is in the tradition of the Church of England.

## Accounts Assistant

### TERMS OF APPOINTMENT

#### Terms and Conditions

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

**Hours:** This is a full-time post. This is a year round position.

**Holidays:** This position attracts 5 weeks holiday plus bank holidays. Public holidays falling when pupils are in School during term time are working days.

**Salary:** A competitive salary is offered to the successful candidate depending on experience and qualifications.

**Probation:** The position is subject to a 16 week probationary period, which may be extended.

**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.

**Meals:** A three course lunch is provided in the Abbots Hall during term time.

**Medical Suitability:** Any offer of employment will be conditional upon the appointee's medical suitability to carry out the role and new employees will be asked, following an offer of employment, to complete a questionnaire regarding their medical suitability for the role.

#### **Pre-employment checks:**

Milton Abbey requires all successful candidates 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.

## Accounts Assistant

**References:** In addition, all candidates are required to provide two satisfactory references, one of which should be from a current 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 by email to [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or telephone 01258 881805.

**Please address your letter to the Head and send your letter, application form and any accompanying CV to:**

**[hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)**

**Applications are considered on a rolling basis and early application is therefore recommended.**

***Please note that we will be taking up references prior to interview. If you do not wish for us to contact a referee at this stage, please clearly indicate this on your application form.***

We will contact all applicants to either invite them to interview or advise them that their application will not be taken further. We reserve the right to close the process earlier than any date advertised.

### Interview Process

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

- Three forms of original identification (i.e. current photocard driving licence, passport and a full birth certificate).
- Proof of address (i.e. 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.
- We undertake the necessary checks on a candidate's right to work in the UK and will therefore request to see original copies of any required documentation in line with current legislation.

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

