



JOB DESCRIPTION & PERSON SPECIFICATION SCHOOL BOOKKEEPER

Job Title:	School Bookkeeper
Locations:	KD Grammar School for Boys & Manchester Islamic Grammar School for Girls [two schools]
Reports to:	Finance Manager
Salary:	Entry-Level: £22,308 to £25,000 per year FTE; Mid-Level (2-5 years of experience): £25,000 to £27,000 per year FT
Hours:	Full-Time / Part-Time (considered)

Contracted Working Hours: 8am – 4.30pm [1-hour unpaid lunch]

Job Description:

We are seeking a detail-oriented and reliable **Bookkeeper** to support the financial management of our school by working closely with the Bursar. The Bookkeeper will ensure accurate and efficient financial record-keeping, assist in preparing financial reports, and contribute to the smooth running of the school's finance operations. This is a critical role within the finance team, requiring a high level of accuracy, discretion, and professionalism.

Key Responsibilities:

1. Financial Record-Keeping:

- Maintain accurate records of all financial transactions, ensuring entries are up-to-date and comply with accounting standards.
- Manage accounts payable and receivable, ensuring timely processing of invoices and payments and ensure timely follow-up on any outstanding balances.
- Record and reconcile bank transactions, ensuring accuracy and alignment with the school's financial records and ensure all discrepancies are resolved.

2. Payroll Support:

- Assist in preparing and processing the school's payroll, ensuring accurate calculations and compliance with tax and pension requirements.
- Maintain confidential employee payroll records in collaboration with the Bursar.

3. **Budget Monitoring:**
 - Assist the Bursar in monitoring the school's budget and flagging variances.
 - Support the preparation of monthly, termly, and annual financial reports, including cash flow and income/expenditure statements.
 4. **Fee Management:**
 - Manage student fee accounts, including issuing invoices, tracking payments, and liaising with parents regarding overdue accounts.
 - Handle queries related to fees and payments with professionalism and sensitivity.
 5. **VAT Returns:**
 - Prepare and submit VAT returns in compliance with HMRC regulations.
 6. **Expense Management:**
 - Track and manage company expenses, ensuring they are in line with budgets and properly categorized.
 7. **Compliance and Auditing:**
 - Support the Bursar to prepare internal and external audits by providing necessary documentation and reports ensuring compliance with relevant financial regulations.
 - Maintain accurate and organized records for audit trails and reporting purposes.
 8. **General Financial Administration:**
 - Handle petty cash, ensuring accurate recording and reconciliation.
 - Support the Bursar in managing insurance policies and other contracts.
 - Assist with procurement, including obtaining quotes and maintaining records of purchases.
 9. **Banking:**
 - Responsible for depositing cash/cheques in the bank as needed
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Person Specification:

Essential Qualifications and Skills:

- **Education:** Minimum of GCSEs or equivalent, including Mathematics and English.
- A recognized qualification in bookkeeping or accounting (e.g., AAT Level 3 or AAT Level 2 or above, or a bookkeeping qualification, is preferred.
- **Experience:** Proven experience in bookkeeping or a similar financial role, with a strong understanding of basic accounting principles and practices.
- **IT Skills:** Proficiency in accounting software (e.g., Sage, QuickBooks, Xero) and Microsoft Office, particularly Excel.
- **Numerical Skills:** Strong numerical and analytical skills with attention to detail.
- **Organisational Skills:** Excellent organizational abilities, able to manage multiple tasks and meet deadlines.
- **Communication:** Strong written and verbal communication skills. Able to present financial information clearly and concisely to non-financial colleagues.

- **Problem-Solving:** Ability to identify and solve discrepancies or financial issues efficiently.
- Ability to handle sensitive and confidential information with discretion and integrity.

Desirable Attributes:

- **Experience in the Education Sector:** Familiarity with school finance systems or working within the education sector.
- **Knowledge of Payroll:** Experience processing payroll and handling PAYE and National Insurance contributions.
- **VAT Experience:** Understanding of VAT regulations and processing VAT returns.

Personal Attributes:

- **Attention to Detail:** High level of accuracy in recording and processing financial transactions.
 - **Integrity:** Honest, ethical, and trustworthy in handling financial information.
 - **Team Player:** Ability to work collaboratively within a team, supporting colleagues in achieving shared goals.
 - **Self-Motivated:** Able to work independently, managing time and tasks effectively without constant supervision.
 - **Adaptability:** Flexible approach, able to handle changing priorities and deadlines in a busy environment.
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