



**BOURNEMOUTH SCHOOL
FOR GIRLS**

Accounts Assistant **(Part Time, Term Time Plus 2 weeks)**

Bournemouth School for Girls





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Dear Applicant

Thank you for your interest in our role of Accounts Assistant.

This is an opportunity for a suitably skilled and personable candidate to join our finance team, working closely to support our students to attain their best. Following an office reorganisation, this is a newly created and additional role for the school bringing an opportunity to consolidate financial systems and processes but also grow the role to fit the needs of the school.

You will need at least two years' previous accounts experience in a similar role, excellent admin and organisational skills, advanced inter-personal skills and a strong working knowledge of financial systems and processes including working on ledgers. You will ideally hold a relevant accounting qualification.

Bournemouth School for Girls is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG was inspected in May 2024 and achieved an outstanding grading in all areas. The report commended the school for its high-quality education, exemplary behaviour and inclusive environment. A key aim is to be a great school to work and learn at.

This information pack contains details of the post and terms and conditions. The role is a permanent, part-time (25 hours per week), term-time role plus inset days and two weeks working in the holidays by agreement.

Applications need to be submitted on the application form for support staff which can be found on our website www.bsg.bournemouth.sch.uk.

Applications may be submitted by post or by email to IMcKenzie@bsg.bournemouth.sch.uk by the **closing date of 9am on 12 May 2025. Interviews will take place week commencing 19 May 2025.**

Should you have not been contacted by 19 May then please assume you have been unsuccessful. We appreciate your time in applying.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry out social media searches in line with the guidance in KCSIE 2024.





Job Description and Person Specification

Post Title: Accounts Assistant
Responsible to: Finance and Office Manager

Core Purpose of the Role

To provide support to the Finance Manager and Director of Finance and Operations to ensure the smooth running of the school finances and to provide efficient, effective and secure financial system and associated activities.

Duties will include all accounting functions with support but with an emphasis on maintaining the purchasing function, purchase ledger, sales invoicing and ledger, banking, petty cash and trip reconciliation. To ensure appropriate best practice, efficiency, accuracy while adhering to school's policies and procedures

Key Responsibilities

Working closely with the Finance Manager to undertake the following:

Purchasing & Invoicing

- Manage the requisition and purchasing system through the accounting system and manually as required in line with the approved budget
- Support the school departments with purchasing issues, support and guidance
- Process purchase orders as required
- Ensure goods receipting is undertaken and communicate with staff as required
- Processing of supplier invoices and credit notes
- Ensure new suppliers are checked and entered accurately on the accounting system
- Place credit card orders in line with approval criteria and enter into accounts system
- Check supplier statements to accounting system and reconcile purchase ledger on a monthly basis
- Preparing payment runs regularly
- Reconciliation of Requisitions & Purchase orders on a monthly basis.

Sales

- Process sales invoicing for lettings & other trading activities
- Reconciliation on a monthly basis and credit control.

Trips and Visits

- Support with the administration of all trips and activities including balancing all trip accounts on completion of the trip or activity (in conjunction with Finance Manager)
- Arrange invoices for debts as appropriate
- Ensure forms are completed in line with policies and records are maintained for audit.

Cash and Banking

- Count, check & record cash income
- Compiling and recording banking for both the Business Accounts and the School Fund Account



- Deposit funds with the Bank
- Process petty cash and reconcile monthly.

Administration

- Record the monies received for Gift Aid on a monthly basis
- Assist with payroll as directed
- Provide administrative support as appropriate
- Answer the telephones as needed and provide Reception cover if required
- Act as a First Aider and, with other members of the team, deal with injured/unwell students.

Other Responsibilities

- To carry out the duties in the most effective and economic manner available
- To follow the Finance Manual at all times
- To maintain confidentiality at all times
- To support the school ethos, “work hard, be kind and be ambitious”
- To carry out and communicate BSG values in all aspects of work and with due consideration of the school wellbeing and other staff related policies
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures.

Person Specification

	Essential/Desirable	Application Form/Supporting Statements/Interview
Excellent attention to detail/accuracy	Essential	Application Form/Interview
Effective numeracy and literacy skills (GCSE Maths and English grade C or above or an equivalent)	Essential	Application Form
Good level of IT skills. Proven experience of excel spreadsheets	Essential	Application Form/Supporting Statements/Interview
A minimum of 2 years' experience in an accounts role	Essential	Application Form
Ability to manage workload and work to timescales	Essential	Application Form/Supporting Statements/Interview
Ability to work on own initiative	Essential	Application Form/Supporting Statements/Interview
Experience of prioritising workload to meet competing deadlines	Essential	Supporting Statements/Interview



Ability to build effective working relationships internally and externally	Essential	Application Form/Supporting Statements/Interview
Accountancy/Finance Qualification (Level 2 or above)	Desirable	Application Form
To have experience in a school environment	Desirable	Application Form
To have experience of school's finance package particularly Iris PS Financials	Desirable	Application Form
Desire to learn and develop within a Finance department	Desirable	Interview

School Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- Recognise and respect the need for absolute confidentiality in relation to work content.
- To play a full part in the life of the school community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.
- To work in a manner that supports health and safety and safeguarding in the workplace.

Salary and Benefits

This role is 25 hours per week, working 41 weeks per year and paid for 47.15 weeks per year to include statutory annual leave. Hours of work are 5 hours per day, with a start time by mutual agreement (between 8am – 9.30am) Monday to Friday and is term time plus inset days and two weeks in the holidays as agreed. The role is offered on a permanent basis.

The post holder will be paid on Grade 6 or 7 (subject to experience), £15,387 - £17,489 (£25,183 – £28,624 FTE). Pay award pending and backdated to 1 April 25.

Grade point incremental pay structure.

Local government career averaged salary pension scheme.

Company funded health cashback plan and 24/7 on-line GP consultations (typically within 3 hours).

Access to salary sacrifice benefits such as cycle to work and electric lease cars.

Free use of new and highly equipped gym (conditions apply).

Free parking on site with electric car charging points at a staff preferential rate.

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

