



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 320 boys, while the Senior School has over 1000 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Accounts Assistant
Function	Support Staff
Reports to	Accounts Manager
Line management duties and responsibilities for	N/A
Summary of role	To support the Finance Team in day-to-day accounting tasks. The role would suit someone who is committed to their professional development and is either currently studying towards, or keen to pursue, a relevant professional qualification.
Main duties and responsibilities	The role of the Accounts Assistant is to provide a professional and efficient service to the finance function, providing accurate financial information in a timely manner. THE WIDE RANGE OF RESPONSIBILITIES INCLUDE: Monitoring the accounts inbox, post and banking needs

	Filing and recording information correctly Dealing with day-to-day queries from parents, staff and other stakeholders Ensuring the Parent and Pupil accounts are kept up to date Collecting all billing information from teachers and bursary staff Ensuring all termly fee invoices are produced in a timely manner Processing Direct Debits, posting fees and debtor management Posting transactions and completing bank reconciliations Producing sales invoices Data entry including VAT transactions Assisting with month end procedures Reconciling staff credit card accounts Balance Sheet reconciliations Reviewing systems and processes and making improvements where necessary To work as part of a team and complete ad-hoc accounting duties within the office when required
Safeguarding responsibilities	It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master.

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	GCSEs (or equivalent) in English and Maths at grade 4 (equivalent to a C) or above is desired.	AAT/BTEC Accounting (completed, studying or future aspiration)	- Production of the Applicant's certificates - Discussion at interview - Independent verification of qualifications
Experience	Experience working in an office environment	- Working in an accounts office - Experience in working with AI in either a business or finance capacity.	- Contents of the Application form - Interview - Professional references
Skills	- Proficient in MS office, in particular Excel - Effective communication skills, both verbally and written - Excellent organisational skills with the ability to prioritise and work to deadlines		- Contents of the Application form - Interview - Professional references
Personal competencies, qualities, attitude and behaviours	- Team player essential - Customer focused approach		- Contents of the Application form - Interview

	• Enthusiastic and self-motivated • Reliable, conscientious and able to work effectively as part of a team and independently • Good multi-tasker • Accurate with a strong attention to detail		• Professional references
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General Conditions

Start date	ASAP
Hours	9.00 am- 5.00 pm (35 hours per week) 1-hour unpaid lunch break Full-time
Salary	£25,500 to £28,000 dependent on qualifications, skills and experience.
Holiday	25 days per annum
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and 50% for 3 years income protection. Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site.
Closing date for applications	Friday 25 th September 2026, 9am Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	Week commencing 28 th September 2026

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.