

Accounts Assistant

Start Date: ASAP

The BRIT School



We are currently looking to appoint an Accounts Assistant to join our finance team.

The purpose of this role is to provide professional management of school financial services for the BRIT School. The post holder will be required to undertake some accountancy and school finance operational work and to support and advise senior leaders and other staff to achieve objectives in promoting the delivery of an excellent, cost effective and efficient service supporting the BRIT School.

The successful candidate will be able to work well as part of a team, have excellent communication and interpersonal skills, be highly organised and have the ability to meet tight deadlines. Previous experience of working within a financial environment is essential and knowledge of Sage 200 would be desirable. Support and training will be provided from the School, but most importantly you will have a passion and commitment to the delivery of an outstanding service to our young artists.

We believe the BRIT School is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve then we look forward to receiving your application.

The Brit School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

Applicant Information Pack

Closing date
24th April 2022

Interview date
W/C 2nd May 2022

Contents

- Job Description
- Key Responsibility
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- Find Us
- How to Apply

Job Description

Job Title	Accounts Assistant
Department	Finance
Grade	Band 4 Scale Point 13 - 18 FTE £26,040 - £28,740
Hours of Work	35 hours per week
Contract Type	Full time, Permanent
Responsible to	Finance Manager
Responsible for	None
Job Overview	The purpose of this role is to provide professional management of school financial services for the BRIT School. The post holder will be required to undertake some accountancy and school finance operational work and to support and advise senior leaders and other staff to achieve objectives in promoting the delivery of an excellent, cost effective and efficient service supporting the BRIT School.

Key Responsibilities

Transactional Process and Reporting

- Managing the School petty cash account.
- Preparing weekly box office recharge journals, liaising with staff as required.
- Collating data and preparing monthly reprographics recharge journals.
- Managing monthly catering recharges and preparing journals, liaising with staff as required.
- Order goods and services as required, following the BRIT School Finance Policy.
- Preparing invoices for credit card transactions ready to be posted.
- Preparing all invoices, DD ready to be posted.
- Adding new suppliers on Sage 200
- Chasing security card payment

Business Support and Analysis

- Booking show tickets, arranging coaches, van and other transport for students and staff to support school trips, curriculum and administrative activities.
- Sending monthly customer statements and actioning supplier statements as and when received.
- Providing support information during internal and external audit.
- Following up orders and ensuring goods received by staff

General Administration Support

- Manage the main accounts@ email mailbox/Helpdesk.
- Being the main contact for the Finance Team
- General office duties, including letters, photocopying, digital and paper filing and ordering stationary.
- Managing Finance Director's diary and appointments.
- Assist Finance Director in managing the conflict of interests form annually.
- Update ESFA's school information website as needed.
- Assist and update the Governance section on school's website.

General

- Any reasonable request made the School
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in the discussion with line manager
- All staff have a responsibility for the safeguarding and promotion of well-being of all pupils
- Act as fire marshal in the event of emergency if required
- Attend school and departmental meetings
- Work some evenings during open days and whole school events for which time off in lieu will be given

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	Good level of general education to A-level standard (including GCSE Maths and English at grade B or equivalent)	D
Experience	Experience of working in a financial role within and Education establishment	D
	Knowledge and understanding of safeguarding	E
	Good working knowledge and experience of Sage 200 or similar accounting software	D
	Good working knowledge of Microsoft Office applications including Outlook, Excel and Word	E
	Excellent customer service skills and experience	E
	Experience of minute/note taking	D
Knowledge & Skills and Qualities	Ability to deal with difficult and demanding issues, planned and unplanned in a professional, efficient and effective manner with a diplomatic and patient approach	E
	Work independently, demonstrating initiative to prioritise own work and that of others to meet deadlines	E
	Flexible approach	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
	Initiative and ability to prioritise one's own work	E
	Knowledge of best practice for management accounting	D
	Be receptive to new ideas, approaches and challenges	D
	Ability to work effectively as part of a team and with our stakeholders	E
	Ability to work under pressure	E
	Excellent communication skills, both verbal and written, together with a high level of interpersonal skills	E
	Effective team player with ability to develop positive relationships with team members, external and internal stakeholders	E
	Ability to use initiative in a busy environment, as well as a willingness to undertake ad-hoc work where necessary	E

Personal Qualities	Flexible, can do approach	E
	A proactive, customer focused and results orientated approach	E
	Well organised with the ability to remain effective when working under pressure and achieve deadlines without sacrificing attention to detail (E)	

Terms and Conditions

Start Date ASAP

Contract Type Permanent

Hours of Work Full Time

Salary The BRIT School Pay Scale Band 4 increment points 13-18

Spine Point	Salary
13	£26,040
14	£26,508
15	£26,985
16	£27,471
17	£27,966
18	£28,470

Appointments will be made to the first point of the grade.

Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.

Work permit All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.

DBS Check The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

Probation The post has a six months' probationary period.

Notice Period The appointment will be subject to termination by not less than one months' notice.

Pension Membership of the Teachers Pension Scheme is an important employee benefit providing future income for your retirement.

Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive two complimentary tickets at the start of the new academic year for any show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £150 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Teaching Staff are automatically enrolled in the Teaching Pension Scheme.
Counselling Service	The BRIT School offers a free in-house counselling service.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

About Us

School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful, singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole cast more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAS and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

Our Mission

To prepare young people for careers in the creative and performing arts.

Our Values

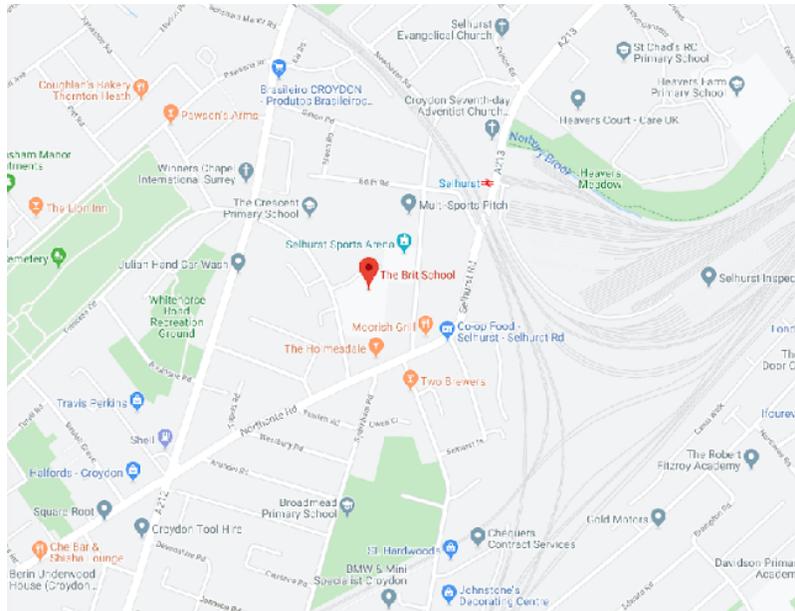
- Original
- Responsible
- Ambitious
- Inclusive
- Kind



Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



How to Apply

To apply, please complete our Application Form available [here](#).

CV's without an application form cannot be accepted.

Closing date
24th April 2022

Interview date
W/C 2nd May 2022

The interview will consist of 3 parts, a formal Interview, a role related test and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website and follow us @TheBRITSchool