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| **Reed’s School Job Description****ACCOUNTS** **ASSISTANT****Reed’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
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| **Purpose of the Role:** | The Accounts Assistant will be responsible for the Reed’s School purchase ledger, processing all supplier invoices and employee expense claims. They will also carry out some bookkeeping duties for Reed’s School and its subsidiary (Reed’s School Enterprises Ltd), such as petty cash reconciliation, banking and cashbook postings, accruals and prepayments. This role will be a full time, year round role but reduced hours during the School’s holidays may be considered. |
| **Main Duties and Responsibilities:** | **Reed’s School*** Process supplier invoices for Reed’s School in WCBS PASS (the school’s accounting package).
* Prepare bi-weekly BACS payments runs.
* Produce cheque payments as required.
* Scan and log invoices into the Scan2Pass system (e-document management).
* Process employee expense claims ensure they adhere to the school’s expenses policy.
* Prepare paying in slips and logging cheque receipts on a weekly basis.
* Manage and post petty cash.
* Prepare paying in slips and post cash collections and tuck shop takings.

**Other Duties*** Archive files and maintain current year finance files.
* Identify accruals and pre-payments.
* Assist with the annual Audit Process as required.
* Undertake such other comparable duties as the Director of Finance may require from time to time.
* Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.
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| **Reed’s School Person Specification****ACCOUNTS ASSISTANT****Reed’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
|  | **Essential** | **Desirable** |
| **Experience** | * Previous experience of working within an Accounts role.
* Cash handling experience.
 | * Experience of working in a School environment.
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| **Skills and Knowledge** | * Excellent written, numerical and oral communication skills.
* Excellent attention to detail.
* Good knowledge of Excel and Word with the ability to manipulate data in Excel.
* Strong organisational skills.
 | * WCBS PASS
* XERO
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| **Personal Competencies and Qualities** | * Pro-active, ‘can do’ approach.
* Ability to work as part of a small team.
* Flexible in prioritising work; open to change.
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