



**REED'S**  
School



**RIPLEY  
COURT**  
School

## Job Description ACCOUNTS ASSISTANT

Reed's School and Ripley Court School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Purpose of the Role:</b>	<p>The Accounts Assistant will be responsible for the Reed's School purchase ledger, processing all supplier invoices and employee expense claims.</p> <p>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.</p> <p>This role will be a full-time, year-round role and will report into the Director of Finance.</p>
<b>Main Duties and Responsibilities:</b>	<p><b>Reed's School</b></p> <ul style="list-style-type: none"> <li>• Process supplier invoices for Reed's School in WCBS PASS (the school's accounting package).</li> <li>• Prepare weekly BACS payments runs.</li> <li>• Produce cheque payments as required.</li> <li>• Scan and log invoices into the Scan2Pass system (e-document management).</li> <li>• Process employee expense claims ensure they adhere to the school's expenses policy.</li> <li>• Prepare paying in slips and logging cheque receipts when received.</li> <li>• Manage and post petty cash.</li> <li>• Prepare paying in slips and post charity cash collections</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Archive files and maintain current year finance files.</li> <li>• Identify accruals and pre-payments.</li> <li>• Assist with the annual Audit Process as required.</li> </ul>

## Job Description ACCOUNTS ASSISTANT

Reed's School and Ripley Court School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<ul style="list-style-type: none"> <li>• Undertake such other comparable duties as the Director of Finance may require from time to time.</li> <li>• Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.</li> </ul>
--	--

## Person Specification ACCOUNTS ASSISTANT

Reed's School and Ripley Court School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working within an Accounts role.</li> <li>• Cash handling experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a School environment.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent written, numerical and oral communication skills.</li> <li>• Excellent attention to detail.</li> <li>• Good knowledge of Excel and Word with the ability to manipulate data in Excel.</li> <li>• Strong organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• WCBS PASS</li> <li>• XERO</li> <li>• Knowledge of Excel</li> </ul>
<b>Personal Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• Pro-active, 'can do' approach.</li> <li>• Ability to work as part of a small team.</li> <li>• Flexible in prioritising work; open to change.</li> </ul>	