

## GROUP ACCOUNTS ASSISTANT



**“I HAVE MADE FRIENDS FROM ALL OVER THE WORLD AND LEARNED ABOUT DIFFERENT CULTURES AND TRADITIONS.”**



**“MY TEACHERS WERE SO ENGAGING AND SUPPORTIVE. I KNEW THEY WOULD ALWAYS PROVIDE HELP BOTH INSIDE AND OUTSIDE OF LESSONS.”**



**SEPTEMBER 2023**

[www.abbeycolleges.co.uk](http://www.abbeycolleges.co.uk)



## ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADLD) consists of three independent sixth form colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and the world's top universities, whilst also developing the personal skills and qualities to succeed at university

### OUR COLLEGES AT A GLANCE



#### Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular programme.



#### DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



#### Abbey College Manchester

- Small and friendly college community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.



## GROUP ACCOUNTS ASSISTANT

### JOB DESCRIPTION

**Reports to: Group Financial Controller**

**Location: Based in either Cambridge or London, with an element of home/hybrid working**

To assist the finance team in recording company transactions, working with finance staff within the colleges.

### Duties and Responsibilities

#### Main Purpose of the Job

- Checking supplier invoice coding and authorisation
- Inputting supplier invoices into Sun Accounting
- Setting up new suppliers
- Supplier reconciliations
- Dealing with queries from schools/colleges and suppliers
- Assisting with payment runs (BACS and on-line banking)
- Ad hoc queries
- Checking and input of company credit card expenses
- Checking and input of petty cash expenses
- Updating balance sheet Excel spread sheets
- Checking refund requests
- Entering payments on Barclays online
- Filing various monthly Banking statements
- Maintaining refunds spreadsheet
- In addition to the finance department, there may be occasions where the role is called up on to help with other admin functions within the colleges

### PERSON SPECIFICATION

#### Qualifications & Skills

- Highly effective communication skills both verbally and written
- Good attention to detail
- Ability to work on own initiative.
- Excellent organisation and planning skills.
- Friendly, enthusiastic, approachable.
- Ability to be calm and level-headed in a busy environment
- Excellent numeracy and analytical skills
- Ability to work under pressure, identify priorities and meet tight deadlines
- Team player, happy to work both in an office and remotely with colleagues

#### Experience

- At least 1 year of work experience in purchase ledger or general accounting
- Good knowledge of financial processes within any industry
- Experience of Sun Accounting preferred
- Strong MS Excel skills required

#### Safeguarding

ADCL is committed to safeguarding and promoting the welfare of children and young people and as an

employee of ADCL you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within ADCL Colleges and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.



## EMPLOYEE BENEFITS



The Abbey DLD Group of Colleges offers a range of employee benefits including:

### Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD college.

### Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

### Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. In line with government legislation, Alpha Plus will automatically enrol from your start date into the Group Personal Pension Plan provided you meet the eligibility criteria for auto enrolment (age and earnings related).

### Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADLD will also contribute £50 towards a first pair of glasses or change in prescription.

### Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

### Travel Insurance

If you are travelling overseas on behalf of the company your travel insurance will be covered by Chubb Assistance.

### Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

### Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

### Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.



## YOUR APPLICATION

### How to Apply

Please visit our recruitment website to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position.

### Interview Process

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications.

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### Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- Three written & verbal references from previous employers will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening.

### Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate's suitability to work with children.