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**Accounts Assistant**

**Job Description**

**Post Title**: Accounts Assistant

**Working Pattern**: The post is Part-Time(52 weeks). The Accounts Assistant will be required to work 30 hours per week during term-time, school holidays and half-terms. The exact working hours will be negotiated between the Bursar and successful applicant.

Overtime, as agreed in advance with the School will be paid at normal rate as agreed with the Bursar.

**Hours:** 30 hours per week **(11am to 5pm**)} 5weeks paid annual leave - excluding bank holiday and statutory days.

**Location**: Orley Farm School

**Responsible to**: The School Accountant

**Post Objective**: To carry out general accounting duties to assist the School Accountant in ensuring the effective administration of the school finances.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**General Responsibilities:**

**Purchase Ledger**

* Maintenance of Purchase Ledger, to include the registration of purchase invoices upon receipt, ensuring prompt and timely payment of purchase invoices, either by cheque or BACS transfers.Reconcile supplier’s statements.
* Implement BACS payment system for purchase invoices, to include preparation of standard letter to suppliers, input of bank details etc. Liaise with Bursar/School Accountant with regard to new software requirements for Pass/Bankline/NW Pay Away.
* Liaise with Office Manager to produce and maintain a central list of suppliers.
* Assume overall management of the purchase ledger.
* Ensure timely and accurate maintenance of the ledger including registration and processing of supplier invoices.
* Monitor coding of purchase invoices to ensure accurate allocation of expenditure.
* Ensure supplier statements are reconciled and copy invoices are obtained when required. Chase letters and e-mails.
* Month end reconciliations to nominal – period end.
* Housekeeping of supplier’s records, to include new suppliers and checks for new suppliers.
* Direct Debit payments to reconcile and bank payments to ensure invoices are received.

**Payroll**

* Assist the Bursar and School Accountant in the preparation of monthly payroll.
* Ensure payroll documentation is appropriately filed.
* Distribute pay advices to staff
* With the School Accountant, ensure timely payment of statutory deductions Lead on the timely production of the school’s monthly payroll.
* Ensure prompt transfer of salary payments to staff bank accounts using Nat West Bankline.
* Maintain salary templates within Bankline.
* Ensure timely payment of statutory deductions.
* Submit joiner/leaver file to HMRC via online filing.
* Administer Teachers Pension scheme and Royal London scheme for support staff, including monthly auto enrolment assessments and submitting appropriate online returns are made.
* Agree year-end balances for income tax, national insurance and Teachers Pension contributions, ensuring appropriate online returns are made.
* Ensure smooth migration of salary scales to WCBS PASS Payroll Plus in conjunction with the Bursar.
* Set up new payment procedures via Pay Away/Bankline.
* Attend annual payroll update courses and inform the School Accountant, Bursar and staff accordingly.
* Collate details of expenditure on the Nat West One Card and reconcile to monthly statement. Process journal ledger as appropriate. Process debit/credit card payments and allocate to appropriate billing/nominal account.
* Prepare and submit annual P11D returns.

**General**

* Other ad hoc duties as instructed by the Bursar, Headmaster or School Accountant.
* Monthly reconciliation of control accounts for payroll and purchase ledgers.

**Person Specification**

The Accounts Assistant will require the following characteristics:

* A dynamic and proactive individual able to work in a busy and sometimes hectic environment, satisfying often-conflicting requirements in a quiet and efficient way.
* Previous Payroll experience is essential.
* Experience in using WCBS PASS is desirable.
* A practical and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.
* Good organisational skills with the ability to understand and manage detailed information.
* Self-motivated and able to plan and manage his or her own workload with a minimum of detailed supervision.
* Good interpersonal skills to form effective working relationships with people at all levels of the School.
* A commitment to producing first class results at all times.
* A high degree of personal integrity; trustworthy and reliable, being able to deal with confidential information on a routine basis in a totally discrete manner. This is an essential requirement.
* Able to articulate him or herself in a clear and concise manner in writing and verbally.
* Content to be part of a hard working team with a strong personal work ethic.
* Flexible in approach to work and willing to cross boundaries; the support staff ethos at Orley Farm School is to help and assist each other to resolve problems and not stand back because the issue is not within one’s own Department.
* An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the School.