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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 25 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:** 25 hours per week **(8am to 1pm**) 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:**

**Billing Ledger**

* Administration and maintenance of Billing Ledger, including posting of fees and extra charges, the preparation / production of fees invoices and recording appropriate changes to billing ledger account profiles.
* Ensure accurate processing of receipts from parents, posting receipts (cheques / bank transfers etc) to appropriate billing account, ensuring items in the ledger are matched and outstanding balances dealt with accordingly. Bank cheque receipts in a timely manner.
* Calculate and process monthly and termly direct debit collections. Maintain direct debit function within WCBS PASS system.
* Produce letters in respect of outstanding school fees when required. Provide the Bursar / School Accountant with timely and accurate information regarding outstanding fees.
* Liaise with School Registrar regarding school pupil roll and records.
* Act as school lead for the Early Years Funding Scheme, ensuring timely claims and refunds are made.

**Direct Debits / Debit – credit cards**

* Process and allocate direct debit collections re school fee payments. Follow up unpaid direct debits and deal with accordingly.
* Maintain direct debits via AUDDIS – new, cancelled and amendments
* Process debit / credit card payments and allocate to appropriate billing / nominal account.

**Nominal Ledger**

* To ensure timely banking of cash and cheque receipts. To complete weekly and month-end bank reconciliations, ensuring all ‘out-of-date’ items are written back to the nominal ledger.
* To monitor and maintain usage of the school’s Euro account.
* Administration and agreement of school petty cash account.

**General**

* Prepare and distribute manual invoices for letting of school facilities to outside groups and individuals.
* Check petty cash claims / receipts and re-imburse staff.
* To be responsible for the cash needs of school expeditions and trips, to include any currency requirements.
* Prepare and distribute registers for early and late class sessions, calculating appropriate charges for inclusion on termly fee invoices.
* Other ad hoc duties as instructed by the Bursar or School Accountant.

**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.
* A practical and pragmatic approach to work whilst being able to work calmly and efficiently under pressure; a proven track record of “making a difference”.
* 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.
* A genuine interest and enthusiasm for education and the improvement and development of young people.
* 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.