



## **JOB DESCRIPTION**

### Accounts Assistant

Reports to	Finance Manager
Working Pattern	Full Time – All Year round, Monday to Friday, 8:00am to 2.30pm with a 30 min unpaid lunch break. (30 hours per week)
Location	Orley Farm School
Benefits	25 days Paid Annual Leave, Generous Company Pension Scheme, Complimentary breakfast, lunch and Refreshments – (Term Time Only) and free onsite parking.

## Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

## The Role

To carry out general accounting duties to assist the Finance Manager in ensuring the effective administration of the School's finances.

## Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and that may be required by the Line Manager.

### **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 Director of Finance and Operations/Finance Manager with regard to new software requirements for Pass/Bankline/NW Pay Away.
- 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.
- To reconcile Direct Debit payments and bank payments to ensure invoices are received.

### Payroll

- Assist the Director of Finance and Operations and Finance Manager in the preparation of monthly payroll.
- Ensure Payroll documentation is filed appropriately.
- Distribute pay advice to staff.
- 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.
- 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 Director of Finance and Operations.
- Set up new payment procedures via Pay Away/Bankline.
- Attend annual payroll update courses, inform the Finance Manager, Director of Finance and Operations, 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 Director of Finance and Operations, Headmaster or the Finance Manager.
- Monthly reconciliation of control accounts for Payroll and Purchase Ledger.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's child protection officer or to the Head (if different).

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent in Maths and English.</li> <li>• Training courses in MS Excel and MS Word.</li> <li>• Payroll qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• A finance, bookkeeping or accountancy qualification.</li> </ul>

<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• At least 2 years' experience in a Purchase Ledger role.</li> <li>• At least 2 years' experience in Payroll.</li> <li>• Excellent communication skills, both verbal and in writing.</li> <li>• Ability to communicate with people at all levels.</li> <li>• Ability to work as part of a team.</li> <li>• Strong IT Skills particularly using MS Word and Excel.</li> <li>• Excellent attention to detail.</li> <li>• Good working knowledge of accounting procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a School environment.</li> <li>• Experience in using WCBS PASS.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and taking instructions and direction.</li> <li>• Efficient and self-motivated.</li> <li>• Disciplined and organised with the ability to work under pressure and manage their own time.</li> <li>• A commitment to producing first class results at all times.</li> <li>• Reliable, punctual and honest.</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years.</li> </ul>	

## How to apply

Please send your completed application form to:

Purvi Patel  
 HR Administrator  
 Orley Farm School  
 South Hill Avenue  
 Harrow,  
 HA1 3NU

Alternatively, email to: [hr@orleyfarm.harrow.sch.uk](mailto:hr@orleyfarm.harrow.sch.uk)