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| **Job Title** | Accounts Assistant |
| **Reports to** | Budget Accountant |

**Job Purpose**

To assist mainly with the Purchase Ledger; ensuring that all necessary processing tasks are completed accurately and in a timely fashion.

**Key Tasks and Responsibilities**

* Processing supplier invoices and employee expense claims
* Creating new supplier accounts
* Reconciling supplier statements
* Amending supplier bank details
* Chasing up on unauthorised invoices
* Reviewing invoice coding to ensure accuracy
* Preparing the weekly Bacs
* Month end closure of the Purchase Ledger
* Commitment to and promotion of equality, diversity and inclusion
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood
* Understand and comply with procedures and legislation relating to confidentiality

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* The ability to work effectively in a team environment
* High attention to detail and an orderly approach to processing
* Proficient in Microsoft Excel
* Good customer service skills
* Ability to manage multiple tasks and deadlines
* Good communication skills, both written and oral

You might also enjoy this role if you:

* Have previous experience of working in a Finance Department
* Have a flexible approach to work, assisting with a fast changing and varied workload

**Working Pattern**

* Your working hours will be 35 hours per week, Monday to Friday, either 8am to 4pm or 9am to 5pm, with 1 unpaid hour for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday plus bank holidays.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**