

**Job Title** Assistant Financial Accountant

**Reports to** Financial Controller

### **Job Purpose**

To work closely with the Financial Controller (FC) in ensuring that all transactions in relation to the Sales Ledger, the Purchase Ledger, VAT, all Subsidiary Entities and Balance Sheet accounts are processed accurately and reconciled monthly. To assist the FC in ensuring compliance with tax and accounting legislation.

### **Key Tasks and Responsibilities**

#### **VAT compliance**

- Conducting VAT review on weekly employee out of pocket and Barclaycard expenses run to ensure correct VAT recovery;
- Assisting in preparation of the monthly VAT and Capital Goods Scheme calculations and reconciliation;
- VAT advice for operations team as and when required.

#### **Fixed Asset Accountant**

Responsible for ensuring that fixed assets in all entities are accurate, complete, and recorded on a timely basis. Specific tasks include:

- Maintenance of the Fixed Asset registers;
- Monthly reconciliation including recording of additions and disposals with appropriate back up;
- Annual depreciation calculation and reconciliation;
- Arranging rolling fixed asset counts and inspections;
- Preparation of audit schedules including fixed asset notes for statutory accounts;
- Ensuring all motor vehicles are taxed and insured (as necessary);
- Maintaining all vehicle registration documents;
- Point of contact for motor insurance claims.

#### **Managing the accounting for Eton College Services Limited (ECS Ltd)**

Last Updated: July 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

ECS Ltd is the largest trading subsidiary which processes the commercial activities of the College, including Dorney rowing lake. This role is responsible for ensuring that all financial transactions in ECS are accurate, complete, and recorded on a timely basis. The role will be the first point of contact for all financial matters relating to the activities at ECS Limited.

Specific tasks include but not limited to:

- Preparation of monthly management accounts and commentary for initial review by the FC;
- Preparation of the quarterly VAT return;
- Monthly Balance Sheet reconciliations;
- Weekly review and approval of the bank reconciliation;
- Preparation of ECS Statutory accounts and related audit schedules for review by the FC;
- Act as the main point of contact to the external auditors and operations team for ECS Ltd;
- Corporation tax return workings preparation and subsequent checking of the tax return prepared a third party;
- Arranging and preparation of papers for annual board meeting;
- Review of all sales invoices to ensure correct revenue recognition and VAT compliance;
- Credit control matters.

### **Managing the accounting for other subsidiary entities**

This role is responsible for ensuring that all financial transactions for the other subsidiary entities are accurate, complete, and recorded on a timely basis. Specific tasks include but not limited to:

- Monthly bank reconciliations review and approval;
- Preparation of statutory accounts and related audit schedules for review by the FC;
- Preparation of the quarterly VAT return;
- Act as the main point of contact to the external auditors;
- Corporation tax return workings preparation and subsequent checking of the tax return prepared by a third party;
- Arranging and preparation of papers for annual board meetings.

### **Other Responsibilities**

- Ensuring all intercompany accounts are reconciled monthly;
- Ensuring Gift Aid is reviewed, reconciled, and submitted on a monthly basis;
- Some holiday cover for other members of the team to ensure the smooth running of the department;
- Any other ad-hoc tasks as required by the FC.

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';

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- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is 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;
- Display a commitment to and promotion of equality, diversity, and inclusion.

### **Skills and Competencies Required**

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

- Ideally part qualified accountant with a commitment to ongoing professional training;
- Experience of preparation of VAT returns and related workings;
- Comfortable in dealing with people at all levels;
- Excellent analytical skills with the ability to question and interrogate financial information;
- Strong IT skills (advanced Excel and Word).

You may also enjoy this role if you have:

- Previous experience of working in a charity;
- Previous experience of VAT partial exemption.

### **Working Pattern**

- Your working hours 35 hours per week, Monday to Friday with one hour unpaid for lunch.
- You will be working 52 weeks per year.

### **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.

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