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

**Job Purpose**

We are seeking to appoint an Accounts Assistant in the Finance Department. As part of a team, you will be responsible for overseeing and monitoring a College’s spending, ensuring all payments are authorised, processed, and paid in an accurate, professional and timely basis. Additionally, you will work on smaller cash books, online expenses and various other finance tasks on a rotational basis with the other members of the Purchase ledger team.

Position in Organisation:

The role will report in to the Assistant Accountant, and work in a team of three in the Purchase Ledger team. The Finance Department consists of the Finance Director and her team of 15 staff looking after all aspects of finance for the College, and its subsidiaries.

**Key Tasks and Responsibilities**

* Purchase Ledger (approx. 3 day per week)
* To ensure that the Purchase Ledger is accurately maintained and deadlines are met, including set up of new supplier accounts and supplier statement reconciliations.
* To ensure suppliers are paid in accordance with agreed terms and conditions, or in accordance with best practice.
* To resolve any invoice queries in timely and efficient manner.
* To ensure all invoices are appropriately coded, approved and stored using the online document management system which interfaces to the Purchase Ledger.
* Rotational Accounts work (approx. 2 days per week)
* Management of the online expense system
* Cash book and Cashier work for smaller subsidiaries
* Any other adhoc finance related duties
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times.
* Good understanding and effective implementation of Child Protection procedures
* Commitment and promotion of equality, diversity & inclusion
* Commitment to safeguarding and promoting the welfare of children, including by 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:

**Essential**

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

**Desirable**

* Experience in an Accounts Assistant or Purchase Ledger role

**Working Pattern**

* Your working hours will be 8am to 4pm (35 hours per week), Monday to Friday with 1 hour for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday plus bank holidays. You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.)
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.