|  |  |
| --- | --- |
| **Job Title** | Accounts Assistant – Maternity Cover for up to 12 months |
| **Reports to** | Assistant Accountant |

**Job Purpose**

Reporting to the Assistant Accountant, this role will provide support to ensure financial transactions specific to their role are complete and recorded in an accurate and timely manner.

**Key Tasks and Responsibilities**

The principal accountabilities are as follows:

**Accounts Payable**

* Ensuring that all purchase ledger tasks are completed accurately and in a timely fashion;
* Processing supplier invoices ensuring:
  + - Invoice is duly authorised;
    - Invoice is coded correctly;
    - Invoice is valid and has the correct details;
    - Invoice amount paid is accurate;
    - Where applicable VAT treatment is correct
* Creating new supplier accounts;
* Reconciling supplier statements and resolving any differences;
* Prepare weekly payment runs;
* Resolution of day-to-day queries from suppliers;

**Cash Book and Bank Reconciliation**

* Processing cash book transactions and reconciliation of bank accounts;
* Banking cheques and cash as and when necessary;

**Other**

* Any other financial tasks as may be required to assist the Assistant Accountant in delivering their accountabilities;
* 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 2022 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 previous experience of working in a Finance Department;
* Have experience with using Excel spreadsheets to a basic level;
* Be proactive with a positive ‘can-do’ attitude;
* Have a flexible approach to work assisting with a fast changing and varied workload;
* Have good customer service and clear communication skills;
* Show demonstrable accuracy and attention to detail;

**Working Pattern**

* Your working hours will be 35 hours per week, Monday to Friday 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.**