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| **Job Title** | Accounts Assistant |
| **Reports to** | Assistant Accountant/ Financial Controller |

**Job Purpose**

This role is working within the financial accounting team which is ultimately responsible for ensuring the College and its subsidiaries balance sheets are accurate. This is a varied role and would provide experience in lots of areas of day to day accounting and provide exposure in assisting with corporation tax and VAT filings, gift aid claims and management accounting for the subsidiary entities.

**Key Tasks and Responsibilities**

The principal accountabilities are as follows:

**Accounts Payable**

* Ensuring that all supplier accounts for subsidiary entities are complete, accurate and paid in a timely fashion;
* Creating new supplier accounts and timely removal of redundant accounts;
* Reconciling supplier statements and resolving any differences;
* Prepare weekly payment runs;
* Resolution of day-to-day queries from suppliers;
* Monthly reconciliation;

**Cash Book and Bank Reconciliation**

* Processing cash book transactions and reconciliation of bank accounts for subsidiary entities for approval by Assistant Accountant;

**Donations**

* Uploading donations received into ThankQ (Donations Software) and reconciling the gift aid claims;
* Preparing monthly gift aid submission for approval by Financial Controller;

**Sales Ledger**

* Preparing and processing of all manual sales ledger invoices;
* Creating new sales ledger accounts and timely removal of redundant accounts;
* Credit control for manual invoices;
* Monthly reconciliation;

**Balance Sheet Reconciliations**

* Quarterly reconciliations of various balance sheet accounts, investigating any variances;

**Fixed Asset Register**

* Maintaining fixed asset register ensuring adhoc reviews of fixed assets;

**Motor Vehicle Insurance**

* Maintaining motor vehicle insurance schedule and ensuring car tax and MOTs are up to date for each vehicle;
* Managing any insurance claims;

**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 2023 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.

**Working Pattern**

* Your working hours will be 9am to 5pm, 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.

**Skills and Competencies Required**

To be successful in this role, the incumbent should:

* 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.

You might like this role if you have :

* Experience of working in an Accounts Assistant role;
* The ability to work effectively in a team environment.

**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.**