



LANGLEY SCHOOL

## Accounts Assistant

We currently have an exciting opportunity to join the Finance Team as an Accounts Assistant, based at our Senior School near Loddon.

Reporting to the Payroll & Finance Accountant, you will be required to assist with processing payroll transactions, expense claims, petty cash and raising school fee bills. Monthly and termly deadlines will need to be met as part of working within this busy department.

The successful candidate will be educated to GCSE level (minimum Grade C in English and Maths), have good organisational and IT skills, attention to detail and experience within a finance team,

This is a full-time position, 37.5 hours per week, Monday to Friday; salary £17-£19,000 pa, dependent on candidate experience.

Langley School is one of the most advanced, well-resourced and forward looking independent schools in the East of England. The school has an inclusive ethos and a commitment both to academic excellence and to meeting the broader needs of every pupil.

Further details and an application pack are available on our website [www.langleyschool.co.uk](http://www.langleyschool.co.uk) or please contact the Human Resources department, on the number or email below.

The Closing date is Monday 13<sup>th</sup> May 2019

Langley School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo a Disclosure and Barring Service check.

Langley School, Langley Park, Loddon, Norfolk NR14 6BJ  
T: (01508) 528044 / E: [recruitment@langleyschool.co.uk](mailto:recruitment@langleyschool.co.uk)  
Langley School (1960) Ltd. registered at Companies House no. 656498  
Registered Charity no. 311279