



Role profile: Accounts Assistant

Reporting to: Payroll & Finance Accountant in conjunction with the Management Accountant, Finance Director and ultimately the Headmaster

An Accounts Assistant is required to join the Finance team function 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 the busy department. The role is full time including non term time.

Duties will include:

Petty Cash & Expenses

- Issue petty cash as required to staff, obtaining receipts to support claims
- Post all transactions onto the accounting software
- Reconcile the petty cash tin to the nominal ledger
- Process employee cash expenses
- Process expense claims to the finance accounting software

Payroll

- Monthly processing of the payroll ad hoc items such as overtime sheets
- Process all expense claims onto the payroll software
- Assist with issue of printed payslips

School Fee Billing

- Weekly update of billing extras onto SIMS from registers as required
- Allocate payments from parents to SIMS daily
- Process extras to bills termly

Online Payment Platform – Wisepay

- Process trips onto Wisepay for review by the Payroll & Finance Accountant
- Process any manual payments to Wisepay
- Post receipts to accounting software
- Assist with the issue of reports to colleagues

Characteristics required:

- Can do attitude
- Flexible approach to tasks allocated
- Willingness to provide a service to colleagues
- Good eye for detail
- Ability to work to deadlines
- Experience of working within a Finance team
- Team player
- Good communication skills both oral and written
- Good organisational skills
- Good IT skills
- A positive attitude towards process improvements