

ACCOUNTS ASSISTANT (PART TIME)
FOR APPOINTMENT AS SOON AS POSSIBLE

CLOSING DATE FOR APPLICATIONS: THURSDAY 18TH OCTOBER 2018

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 692 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. Pupils live in one of 13 boarding Houses, most of which house around 60 pupils from all year groups. Academic work is unquestionably the most important part of any education but at St Edward's, there is so much more to school life with numerous other activities including sports, music, theatre, dance and more on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford. It is an exciting combination.

About the Accounts Department

The Accounts Department is located within the Bursary and deals with all the School's financial matters, including the issue of termly accounts for parents, collecting School fees, making payments to suppliers and payroll processing.

About the role

The Accounts Assistant provides management and administrative support to the Accounts Department. The School uses the PASS accounting management system (training will be provided). The role reports in the first instance to the Accounts Manager.

Main responsibilities:

- Dealing with staff, parent, pupil and supplier queries by phone, email and letter
- Assisting with:
 - daily maintenance of the receipts cash book
 - issue of petty cash
 - analysis and coding of supplier invoices
 - recharging departmental or pupil accounts with supplier invoices
 - monthly preparation of sales ledger invoices
 - monthly control account reconciliations for sales ledger and pupil charges
 - monthly review of sales ledger balances and appropriate follow up
 - monthly event reconciliations for the North Wall Trust
 - monthly reconciliation of supplier statements and follow up
 - monthly scanning of documentation

- termly pupil billing process, including management of Health Centre and Matrons' spreadsheets for personal care and taxis
- AstroTurf bookings, including the processing of sales ledger invoices
- Other administrative duties relating to the Accounts team as requested by the Accounts Manager or Accountant.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. The office is busy and there may be additional tasks which the role might reasonably be required to undertake to ensure the smooth running of the Accounts function.

Start date

We would like the successful applicant to start work as soon as possible.

Hours of work

Hours of work are 25 per week, excluding lunch breaks. The preferred working pattern is 5 hours per day Monday to Friday but some flexibility is possible around the arrangement of working hours and this can be discussed at interview. At the end of each School term and during holiday periods, there may be a requirement to work additional hours, subject to mutual agreement.

Working weeks

This is an all year round appointment.

Salary

The salary payable will be in the range £12,240 to £14,960 per annum (pro rata of £18,360 to £22,440 per annum). Salaries are reviewed annually with effect from 1st September.

Holiday

Annual holiday entitlement is pro rata of 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1 September to 31 August. All holiday, unless in exceptional circumstances agreed by the School Accountant, should be taken during the School holiday periods. The School closes completely over Christmas/New Year, staff are required to use their holiday entitlement to cover this period.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Probationary period

The appointment is subject to a probationary period of three months.

Sickness benefit

After one year's service has been completed, annual entitlement to sickness benefit will be pro rata of six weeks at full salary plus a further pro rata six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for pro rata of four weeks.

Miscellaneous

- Free lunches are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Oxfordshire Health and Racquets Club (which is located on the School site) although this is not a contractual entitlement.
- Car parking is available on-site although this is not a contractual entitlement.

About the Candidate

Person Specification Characteristics	
GCSE grades 4 to 9 (or equivalent) in English and Maths	Essential
A further relevant qualification ie Level 1 or 2 in book keeping, A level Business Studies/Maths/ Economics or AAT fully/part qualified or equivalent	Desirable
Previous experience of working in an office environment	Essential
Previous experience of working in a similar role	Desirable
Good spoken and written English, including the ability to draft professional correspondence and communicate effectively with other staff, parents and pupils	Essential
IT literacy and proficiency in MS Word and Excel (including the use of data functions)	Essential
Previous experience of working with an accounting software package such as SAGE	Desirable
An organised and methodical approach and a high level of accuracy and attention to detail	Essential
The ability to work flexibly as part of a team and to work well under direction, but also to use initiative and work autonomously when required	Essential
A willingness to learn new and changing systems, to perform to the best of one's ability and to be committed to continual professional development	Essential
Integrity and honesty and the ability to maintain confidentiality	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the school for personal use or disclose such data to a third person/party.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will seek to assess

how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. A second interview may be required. Candidates will be asked to bring with them to interview any certificates relating to relevant qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview.

If you would like further information about this post, please contact the School Accountant, Penny Challans, by email: accountant@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is 12 noon on Thursday 18th October 2018

Interviews will be held on Thursday 25th October 2018