



**ST JOSEPH'S
COLLEGE**

APPLICATION FOR THE POST OF

ACCOUNTS ASSISTANT

Full Time

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to services linked on its behalf.

JOB DESCRIPTION

Job Title:	Accounts Assistant
Hours:	8.30am – 5.00pm
Status:	Permanent and Full-time
Responsible to:	Head of Finance

General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students is the highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Take an active role in ensuring the realisation of the College Development Plan.
- Have due regard for Health & Safety
- Undertake any other duty deemed reasonable by the Principal.

Responsible for:

The administration of the College's Finances.

Overall Objectives

Working within a busy finance team and responsible for taking a proactive lead in the generation of accurate and timely financial information, which forms the basis of strategic decision making for the College, places the postholder at the very heart of the College's Financial function.

You will play a crucial role in supporting the finance function of the school. Working closely with the finance team, you will contribute to the accurate and timely preparation and recording of financial transactions. This position requires a detail-oriented individual with strong analytical skills and a commitment to maintaining financial integrity.

Key role responsibilities:

To manage, to a high standard:

- Support HR with monthly payroll, providing advice and reviewing documentation
- Assist in completing and reviewing quarterly VAT return
- Co-ordinate with finance team to populate cash book before posting
- Credit control as directed by HoF, Credit Controller or line manager.
- Sales ledger management, Fee invoice generation, dispute investigation and resolution.
- Preparing and issuing invoices to non-educational customers who rent our facilities, and associated query resolution and debt chasing.
- Working with the Marketing department to ensure all billing for events sponsorship is raised accurately and payment is received in accordance with the contract.
- Daily bank postings.
- Direct Debit collection, allocations. Termly, 1/15th of each month. Updating credit controller and parents regarding returned DDs.
- Communicating information for registration fees and deposits received to admissions team, biweekly.
- Administration, record keeping for larger trips, billing, and payment.
- Supporting with month end postings to facilitate completion of monthly management accounts.
- Completion of Balance Sheet reconciliations for review.
- Involvement with any ongoing Finance projects as required.

Additional responsibilities associated to the role:

- Active participation in finance project initiatives and investigation of detail to support.
- Ad hoc cover for departmental colleagues.
- Being an effective ambassador for College wide adoption of central information systems.

The above list is not exhaustive, and job descriptions will be varied from time to time, as the needs of the College, and the finance team, evolve.

All College staff are expected to take an active part in College life, and attend Open Days and main festivals during the calendar.

Skills Required:

The postholder must be able to demonstrate, through either relevant qualification or studying towards (e.g. AAT or similar), or through relevant successful experience in a comparable role, the technical ability to discharge the duties listed above.

Essential to the College's plan to develop modern systems is the computer literacy of all post holders in the Finance Team, therefore a strong command of Microsoft Office products is required of the post holder.

Person Specification

Attributes	Essential	Desirable
Qualifications and professional or vocation training	<ul style="list-style-type: none"> The postholder must be able to demonstrate, through either relevant qualification (e.g. AAT or similar), or through relevant successful experience in a comparable role, the technical ability to discharge the duties listed above. 	
Experience	<ul style="list-style-type: none"> Essential to the College's plan to develop modern systems is the computer literacy of all post holders in the Finance Team, therefore a strong command of Microsoft Office products, is required of the post holder. Advanced level knowledge of Microsoft Excel is required. Some experience of running a payroll. 	<ul style="list-style-type: none"> A natural willingness to challenge the status quo, given the longstanding nature of some practices within the business would be desirable. A tendency to establish the logic, as opposed to rote learning issues would be valued within this role.
Personal attributes, skills and values	<ul style="list-style-type: none"> Good people management Ability to communicate verbally and in writing at all levels Ability to prioritise and organise own workload Excellent time manager Willingness to learn Ability to accept and manage change Confident Highly motivated with a drive to introduce continuous improvement A strong team member Keen attention to detail Discrete, tactful and diplomatic A friendly approachable disposition Flexible; prepared to respond to requests at short notice Smart and well presented at all times Willingness to learn and adapt Ability to work under pressure whilst remaining calm Ability to work to deadlines 	
Other Requirements	<ul style="list-style-type: none"> Enhanced DBS Disclosure is required. Ability to understand and demonstrate a commitment to equality and diversity 	

St Joseph's College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others