

# LITTLEGARTH SCHOOL

Horkesley Park, Nayland, Colchester, Essex CO6 4JR

**IAPS Day School for boys and girls from 2-11**

## **Bursar's Assistant**

(Part-time - 21 hours per week)

### **Job Description**

#### **Reports to:**

Bursar (or in her absence, the Head)

#### **Responsible for:**

Assisting the Bursar in the day to day operational, financial and business management of the School.

#### **Description of the job:**

The successful applicant will be involved in all aspects of running a busy Bursar's office including accounts payable, cash book, control account reconciliations, nominal ledger management, producing termly management accounts and providing cover for the Bursar as required.

#### **Key activities:**

##### **General**

1. To assist the Bursar in running an efficient office
2. To provide cover for the Bursar, as required

##### **Finance and Accountancy**

1. Entering invoices for payment, using the School's purchase ledger
2. Prepare a list of invoices for payment and prepare BACS payment for authorisation by Bursar
3. Post invoices to the Nominal Ledger
4. Purchase ordering
5. Reconciling credit card statements
6. Maintaining the School cash book, processing payments and reconciling cash book entries with nominal ledger and bank statements
7. Maintaining the School's nominal ledger
8. Payroll
9. Running end of month and end of year routines
10. Reconciling all balance sheet control accounts and ensuring that any outstanding items are explained
11. Preparing monthly and termly management accounts, and five year cash flow forecast
12. Preparation of year end statutory accounts and audit file
13. Budget preparation

**Key skills**

The successful candidate is likely to fit the following profile:

- Strong payroll experience
- Has excellent IT skills – in a full range of Microsoft applications, including Outlook, Word and Excel
- Experience of preparing statutory accounts
- Experience of preparing management accounts would be desirable
- Be thorough and methodical, with a high attention to detail
- Be enthusiastic, reliable and self motivated
- Has the ability to work under pressure, using own initiative

**Salary**

Salary will depend on qualifications and experience. The Governors review salaries each year to ensure that they remain competitive. Salary is paid by bank transfer on 26<sup>th</sup> day of the month, or the nearest working day, in 12 equal payments.

**Hours and Holidays**

The appointment is part-time for 21 hours per week. Hours of work are Monday, Tuesday and Friday 9a.m. to 4.30p.m. with half an hour unpaid lunch break. Additional hours may be required from time to time. Holiday entitlement will be 25 days paid holiday per year to be taken with due regard to the needs of the school and following consultation with the Bursar. In addition to this, payment will be made for all Statutory holidays. As a part time employee holiday entitlement will be pro rata to days of work.

**Benefits**

The applicant is entitled to join the School's contributory Stakeholder Pension Scheme.

**Probation**

The appointment is subject to satisfactory completion of a six month probationary period.

**Qualifications**

Part ACA/ACCA/CIMA or full AAT desirable.

**CRB Disclosure**

This position is subject to Enhanced CRB checks

## **References**

We will seek references on shortlisted candidates and may approach previous employers whether or not named as a referee for information at any stage following receipt of the application form.

Employment is subject to satisfactory references from suitable referees and references will be verified by telephone call.

If you are currently working with children, on either a paid or voluntary basis, your current employer (who must be listed as one of your referees) will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children your current employer will still be asked about your suitability to work with children, although it may where appropriate answer if your duties have not brought you into contact with children or young persons.

In the case of applicants who have been employed but who are not now employed, one referee must be the most recent employer (who should be listed as one of your referees).

## **Interview**

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copies of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding bodies.

All candidates invited to interview must also bring with them:

- A current driving licence including a photograph or a passport or a full birth certificate
- A utility bill or financial statement showing the candidate's current name and address
- Where appropriate, any document evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

## **Conditional Offer of Appointment: Pre-appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check at DCSF List 99 and the Protection of Children Act List as appropriate
- A satisfactory CRB Disclosure
- Verification of professional status (where required)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness.