



JOB DESCRIPTION FOR THE POSITION OF ACCOUNTS ASSISTANT AT VINEHALL SCHOOL

Vinehall School is a well established and highly successful preparatory and pre-preparatory day and boarding school in East Sussex. Reporting to the Financial Manager, the Accounts Assistant will assist the Financial Manager with all aspects of the accounting function.

DUTIES

The duties of the Accounts Assistant will include but not be limited to:

Daily

- Open post and distribute as necessary for authorisation/payment
- Post daily cash takings for Billing ledger and other Receipts
- Prepare banking / floats (if required)
- Petty cash -responsible for reconciling tin and recording slips
- Post cash book entries onto PASS
- Inputting Extras onto PASS billing ledger
- Filing/archiving as and when required

Monthly

- Prepare Actual v Budget reports and send to budget holders
- Assist with month end routine, reconciling control accounts and posting of journals

Yearly

- Assist with preparation of budget
- Assist with yearend routine, reconciling control accounts and posting of journals

KEY COMPETENCIES

The successful applicant is likely to have a relevant book keeping or accountancy qualification with experience of working within an accounting team and demonstrate:

- A working knowledge of the principles and methods of accounting and their adaption to various purposes including the preparation of accounts up to trial balance;
- An understanding of taxes including Benefits in Kind and VAT;
- Flexibility and effective time-management, being approachable with the willingness to take on a wide variety of tasks, performing them with accuracy and efficiency;
- Competency in ICT, including the use of Professional Accounting System for Schools (PASS) or equivalent accounting software.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Officer or to the Head. All Vinehall staff must have a satisfactory enhanced CRB disclosure.