



<b>Post Title</b>	Accounts Assistant
<b>Salary range</b>	£22,830 to £26,470 (depending on experience)
<b>Responsible to</b>	Finance Director
<b>Type</b>	Term time only + two weeks (37.5hrs a week)
<b>Base</b>	Gravesend
<b>Job Purpose</b>	
<p>To provide an effective and efficient professional support service to the Finance Director for the efficient conduct of the school's financial affairs and to ensure the day-to-day financial operations of the schools run efficiently.</p>	
<b>Duties, Responsibilities and Key Tasks:</b>	
<p>The primary responsibilities are listed below, but these are not exhaustive and may vary according to the school's needs and as the role develops.</p> <p>Purchases and Ledger Functions</p> <ul style="list-style-type: none"> <li>● Entering purchases invoices and reconciling supplier statements</li> <li>● Assisting with weekly payment runs</li> <li>● Processing credit card transactions</li> <li>● Processing petty cash</li> <li>● Raising customer invoices, resolving any customer queries</li> <li>● To liaise with relevant authorities to ensure that all funding due to the Schools are received</li> <li>● Reconcile bank statements</li> </ul> <p>Produce a range of financial information for the senior leadership team and assist with generating statistical reports</p> <ul style="list-style-type: none"> <li>● Prepayments and accruals</li> <li>● Assist with the VAT returns</li> <li>● Assist with the Fixed asset register</li> <li>● Balance sheet reconciliations</li> <li>● Maintaining budget holders sheets</li> </ul>	

- To ensure the appropriate authorisation of all financial transactions
- Data entry and maintenance of accounting records on the cloud-based accounting software, including the generation of purchase orders,
- To assist with the completion of Year End, Financial Management Reports and other Financial Reporting requirements
- Carry out procedures in connection with ad-hoc staff payments, reimbursements, etc
- To assist the Finance Director with any other finance-based tasks
  
- To attend and participate in relevant meetings as required
- To perform any task or duty under the reasonable direction of the Finance Director

### **Confidentiality**

You are expected to treat all information acquired through your employment formally and informally in strict confidence. There are strict rules and protocols defining employees' access to and use of the School's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Expectations and Values**

ALP Schools are committed to continuous learning, and all staff are expected to engage in continuing professional learning and development. In common with all who work in the schools, the postholder will also be expected to:

1. Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
2. Be a significant presence and role model for learners and staff and to meet fully the school's dress code.
3. Commit to safeguarding and promoting the welfare of children. All employees are responsible for supporting and contributing to the school's responsibility for safeguarding children.
4. Work within our health and safety policy to ensure a safe working environment for staff, students and visitors;
5. Work towards and support our vision and objectives.
6. Adhere to our policies and procedures as set out in the staff handbook or other documentation available to all staff.
7. Ensure you have read and understood the latest Keeping children safe in Education guidance.

**Special Factors:**

1. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her training needs and the needs of the service.
2. Expenses incurred will be paid in accordance with the school's policy.
3. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

**The responsibilities of the post may be reviewed and modified in light of the needs of the schools.**

**Equality and Diversity Statement**

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.

## **Person Specification**

Essential (E) Desirable (D)

### **Education and Qualifications**

- To have recognised business/finance qualification in Accountancy Level 4 or above (E)

### **Experience**

- Bookkeeping 2+ years (E)
- Payroll (D)
- School Finance 1+ year (D)
- Cloud based accounting software (E)

### **Knowledge, Skills and Abilities (E)**

- Excellent communication skills with the ability to communicate finance issues to non-finance staff
- The ability to undertake a wide range of financial and administrative tasks
- Great attention to detail and ability to work under pressure
- Be numerate, flexible and able to work unsupervised
- The ability to adapt to both varying tasks and those of a routine nature
- The ability to respond effectively to staff, outside agencies, the Local Authority, suppliers and the general public at all levels, both in person and over the telephone
- A good understanding of the need for confidentiality and secure financial systems
- Willingness and ability to work as part of a team
- Ability to plan, organise and prioritise work schedule to achieve deadlines
- Flexibility and a willingness to be involved in change
- Willingness to work flexible hours as and when required
- Knowledge and skills in using MS Office, specifically MS Excel
- Proactive approach to problem-solving

### **Personality and Social Skills (E)**

- To have a 'can do' philosophy.
- To be flexible, energetic, adaptable and have the ability to use initiative
- To carry out professional duties in a positive, helpful and courteous manner
- Committed to raising standards and continuous improvement
- Ability to maintain confidentiality in the light of handling sensitive information
- Demonstrate a consistent and positive attitude to challenges

**Other Factors (D)**

- A full UK driving licence