

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Finance
Assistant





JOB DESCRIPTION AND PERSON SPECIFICATION

<p>Job Description</p> <p>This is a full-time office based appointment, requiring someone with excellent numeric, IT and communication skills. To succeed in this role you are required to be a competent user of excel, have a good understanding of month end processes, double entry and VAT, and possess excellent attention to detail. The right candidate needs to be efficient, reliable and a strong team player.</p>	
Job Title:	FINANCE ASSISTANT
Main Purpose of the job:	Working as a part of small finance team you will have a broad range of responsibilities from assisting with the preparation of the management accounts to delivering an efficient accounts payable service. A key focus of the role will be to manage supplier invoices and BACS payments, so previous experience is required. In addition to the monthly processing of invoices and payment runs, control of petty cash, foreign currency, credit cards and prepaid debit cards expenditure are an integral part of the remit. The role also encompasses month end activities such as prepayments, bank reconciliations and balance sheet reconciliations.
Reporting to:	Financial Controller
Reporting to the job holder:	The Finance Assistant is accountable to the Financial Controller. All roles within the Bursary work very much as a team, liaising very closely with the Billing Supervisor in particular. They will need to work closely with Queenswood teaching and administrative staff.
Main responsibilities and duties	<p><u>Purchase Ledger</u></p> <ul style="list-style-type: none"> Registering/Posting of purchase invoices Periodical review of invoices awaiting authorisation Setting up and verifying new suppliers and maintaining existing account details Ensuring high level of accuracy of input and coding Supplier statement reconciliation Monthly BACS Payment Runs Reconciliation between Aged Creditors and Purchase Ledger Control Being a first point of contact in resolving supplier queries Ensuring invoices are posted with the correct VAT rate <p><u>Bank/Petty Cash</u></p> <ul style="list-style-type: none"> Posting of bank payments Control of petty cash & float replenishment Control of foreign currency for school trips and liaison with trip organisers Control of prepaid debit cards (Caxton) and distribution for school trips Control of credit cards ensuring all receipts are provided by the card holders Charging of expenditure to departments <p><u>Fee Recharging</u></p> <ul style="list-style-type: none"> Co-ordination of extra-curricular charges ensuring Billing Supervisor is aware to include them in termly bills Reconciliation of those recharges nominal accounts

	<p><u>Month End</u></p> <ul style="list-style-type: none"> Producing accurate and timely balance sheet reconciliations including bank accounts Reconciliation of Queenswood Charity Fundraising nominal account Preparing and posting prepayments and other journal Assisting with VAT return Identifying expenditure for capitalisation <p><u>Year end audit and accounts preparation.</u></p> <ul style="list-style-type: none"> Assist in the year end preparation of accounts by preparing schedules for prepayments, accruals and fixed asset additions with backup where required Providing auditors with any information that may be required to satisfy audit requirements <p><u>Other</u></p> <ul style="list-style-type: none"> Assists as may be required depending on the need of the bursary and the School at large.
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Person Specification

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	<ul style="list-style-type: none"> • GCSE equivalent 	<ul style="list-style-type: none"> • Degree in accounting related field • Accounting qualification 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Prior experience in a similar role • Good knowledge of VAT rates • VAT partial exemption rules • Knowledge of all aspects of purchase ledger • Processing high volume of invoices • Good understanding of double entry and accounting principals • Supplier statement reconciliation • Making payments using BACS • Use of accounting systems and excel spreadsheets 	<ul style="list-style-type: none"> • Understanding of audit requirements • Experience in education sector 	Contents of the Application Form Interview Professional references
Skills and knowledge	<ul style="list-style-type: none"> • Excellent attention to detail and accuracy • • Excellent oral and written communication skills • Numeracy skills and understanding of % and fractions • Proficiency in MS Excel, including vlookups and pivot tables • IT skills (Word, Outlook, Teams) 		Contents of the Application Form Interview Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation to work with others • Ability to work with minimal supervision • Ability to work under pressure from tight deadlines • Good time keeping • Ability to build trusted relationships, both internally and externally 		Contents of the Application Form Interview Professional references
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