

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Accounts
Assistant –
Purchase
Ledger



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description <p>This is a full-time appointment, requiring someone with excellent organisational and communication skills. The post requires a good working knowledge of excel and understanding of double entry. The right candidate needs to be, efficient, reliable and a strong team player.</p>	
Job Title:	ACCOUNTS ASSISTANT – PURCHASE LEDGER
Main Purpose of the job:	The role of the Accounts Assistant is much more than that of a Purchase Ledger clerk. In addition to the monthly processing of invoices and payment runs, co-ordination of staff expenses, control of petty cash and foreign currency are an integral part of the remit. The role also encompasses the co-ordination and recharging of 'extra-curricular' activities to the end of term school fee bills.
Reporting to:	Financial Controller
Reporting to the job holder:	The Accounts 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 of new supplier accounts and maintaining existing account details Ensuring high level of accuracy of input and coding Supplier statement reconciliation Monthly BACS and Cheque Payment Runs Reconciliation between Aged Creditors and Purchase Ledger Control Being a first point of contact in resolving supplier queries Maintaining records of invoice batches for VAT purposes <p><u>Bank/Petty Cash</u></p> <ul style="list-style-type: none"> Weekly control of petty cash & float replenishment Posting of bank payments Charging of expenditure to departments Reconciliation of Queenswood Charity Fundraising bank account Control of foreign currency for school trips Control of prepaid debit cards (Caxton) and distribution for school trips <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>Year end audit and accounts preparation.</u></p> <ul style="list-style-type: none"> Assist in the year end preparation of account by preparing schedules for accruals, prepayments 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"> Control of staff expense claims for repayment and departmental charging Departmental recharging within the nominal ledger for various other monthly journals Balance Sheet Reconciliations Assists as may be required depending on the need of the bursary and the School at large.

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	<input type="checkbox"/> <i>O level/GCSE Maths and English</i>	<input type="checkbox"/> <i>Accounting qualification</i>	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> <input type="checkbox"/> <i>2 years or more in a related role</i> <input type="checkbox"/> <i>Professionally dealing with suppliers</i> <input type="checkbox"/> <i>Basic knowledge of VAT rates</i> <input type="checkbox"/> <i>Knowledge of all aspects of purchase ledger</i> <input type="checkbox"/> <i>Basic double entry</i> <input type="checkbox"/> <i>Matching/Batching/Coding high volume of invoices</i> <input type="checkbox"/> <i>Supplier statement reconciliation</i> <input type="checkbox"/> <i>Making payments using BACS/cheques</i> <input type="checkbox"/> <i>Use of accounting systems and excel spreadsheets.</i> 	<input type="checkbox"/> <i>VAT partial exemption rules</i> <input type="checkbox"/> <i>Understanding of audit requirements</i>	Contents of the Application Form Interview Professional references
Skills and Knowledge	<input type="checkbox"/> <i>Excellent oral and written communication skills</i> <input type="checkbox"/> <i>Numeracy skills and understanding of % and fractions</i> <input type="checkbox"/> <i>Excel knowledge (intermediate or above)</i> <input type="checkbox"/> <i>IT skills (Word, Outlook)</i>		Contents of the Application Form Interview Professional references
Personal competencies and qualities	<input type="checkbox"/> <i>Motivation to work with others</i> <input type="checkbox"/> <i>Ability to work with minimal supervision</i> <input type="checkbox"/> <i>Ability to work under pressure from tight deadlines</i> <input type="checkbox"/> <i>Good time keeping</i>		Contents of the Application Form Interview Professional references