



GORDONSTOUN

Broader experiences, broader minds.

ACCOUNTS ASSISTANT

Reports to: Head of Finance and HR

Job Purpose: Provide general accounting and bookkeeping support

Grade and working hours: 2AN – 37.5 hours per week

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving
- Carry out any other task as required from time to time in order to support the School

Major responsibilities of the role:

- Have a thorough knowledge of Gordonstoun's accounting code structure
- Code invoices and expense claims and input onto system
- Prepare weekly payment runs and send out remittance advices
- Reconcile supplier statements, requesting copy invoices where required
- Process purchases requiring online/telephone payment
- Post any journals required by the Head of Finance and HR
- Reconcile control and nominal accounts
- Managing credit control and following procedures
- Preparation of cheque/cash payments to be banked and appropriate journal entries
- Bank reconciliations
- Continuously improve processes that you are responsible for completing
- Monitoring shared mailboxes
- Making phone calls to internal staff and external contractors on behalf of the team or senior staff
- Researching and providing information to support other members of the team
- Filing, scanning and photocopying documentation
- General office duties as required to support the smooth running of the department
- Minuting department minutes and drafting those minutes

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> GCSE/Higher/ National 5 Maths and English at grade C or higher 	<ul style="list-style-type: none"> Accounting or finance qualification 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> Understanding of and commitment to education. Knowledge of bookkeeping 	<ul style="list-style-type: none"> A working knowledge of the independent education sector 	Application form Interview
Skills and experience	<ul style="list-style-type: none"> Excellent IT skills, including proficiency in all MS Office applications Excellent communication and interpersonal skills Excellent Excel skills 	<ul style="list-style-type: none"> AccountsIQ (accounts package) 	Application form References Interview
Personal skills and qualities	<ul style="list-style-type: none"> Conscientious and diligent, with excellent attention to detail Enthusiastic, diplomatic and calm under pressure A proven track record of strong working relationships with students, colleagues and customers A positive and proactive attitude to manage a high volume of work Flexible, with a can-do attitude Someone who creates a positive and cooperative working environment A commitment to Gordonstoun's unique educational ethos A commitment to doing the best for students from diverse cultural backgrounds 		Interview
Child protection	<ul style="list-style-type: none"> Suitable to work with children A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> Experience of working with children and young people 	References PVG check