



BRADFIELD COLLEGE

JOB TITLE: Accounts Assistant

REPORTS TO: Accountant

DEPARTMENT: Finance

DATE: May 2019

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE

To assist in all processes carried out by the finance function. The successful candidate will form part of our team consisting of our Payroll Officer; Credit Controller; Purchase Ledger Clerk; and Accountant so there will be plenty of opportunities to learn and make a significant contribution to the effectiveness and efficiency of the College.



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PRINCIPAL ACCOUNTABILITIES:

- Process sales & purchase invoices, ensuring the correct treatment of VAT is applied.
- Post petty cash, credit card expenses, and bank reconciliations.
- Manage, organise and update relevant databases.
- Perform general admin duties such as filing, data entry, cash handling, answering phones, and processing the mail.
- Liaise with suppliers, customers, and staff throughout the College.
- Assist other members of staff as required; including cover for colleagues during holidays and sickness.
- Support the Accountant in the preparation of the annual budget, management accounts and other financial reports.
- Assist with audits, fact checks, and resolving discrepancies.

QUALIFICATIONS

- Projected to achieve or attained 5 GCSEs at A*-C / 9-4, including English and Maths or an equivalent qualification.
- Willingness to work to or continue to work towards an AAT qualification

EXPERIENCE:

- No previous work experience is required.
- Can demonstrate examples where you have experienced being part of a team, worked to a deadline, and used IT software.

KNOWLEDGE

- Basic understanding of IT software.

SKILLS

- Strong numerical ability
- Ability to recognise and understand the nature of confidential data
- Ability to work to tight deadlines in a small team environment
- Logical and analytical approach to problem solving
- Attention to detail and strong ability to produce accurate work
- Good verbal and written communication skills
- Strong sense of customer service

PERSON SPECIFICATION:

- Confidence to liaise with individuals at all levels of the College