



CHARD SCHOOL

Accounts Assistant

- Part Time – 1 day a week (6 to 8 hours), the role is mainly term time only with an extra 2 days to be worked during Christmas and Easter holidays and up to 4 days in the Summer holidays
- Salary to be agreed based on qualifications and experience
- Under the overview of the Bursar

Application Process

- A curriculum vitae and covering letter to be emailed to accounts@chardschool.co.uk by no later than midday on 19 April 2022.
- Interviews to take place on 28 April 2022.

Job Description

- Day to day bookkeeping on Xero
- Payment of suppliers
- Assist with the preparation of termly invoices
- Monthly reconciliations
- Monthly payroll (involvement will depend on experience)
- To provide statutory returns for HMRC and Pensions
- Period end functions
- Any other ad hoc financial work as required by the Bursar
- Uphold the standards, ethos and vision of the school at all times

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Evidence of educational qualifications which includes English and Maths 	<ul style="list-style-type: none"> Evidence of additional further educational qualifications
Experience	
<ul style="list-style-type: none"> General office administration, accounting and payroll 	<ul style="list-style-type: none"> AAT, ACA, CIMA or other relevant recognised financial qualification preferred
Knowledge and Understanding	
<ul style="list-style-type: none"> Good ICT skills 	<ul style="list-style-type: none"> Processing invoices and reconciling accounts Accounting administrative software systems Legislation and regulation of financial accounts
Skills	
<p>Personal Quality</p> <ul style="list-style-type: none"> The ability to communicate clearly and take into account, where appropriate, the views of others Excellent personal organisational skills Well-organised, with good time management skills Self motivated but equally work well in a team setting <p>Professional Quality</p> <ul style="list-style-type: none"> Computer literate and good numerical skills Good verbal and written communication Organised and methodical approach to record keeping and reporting Attention to detail Honesty and discretion when handling confidential financial information Enjoy problem solving 	<ul style="list-style-type: none"> Strong customer service ethic
School Vision and Ethos	
<ul style="list-style-type: none"> Ability to support the school’s vision 	
Personal Attributes	
<ul style="list-style-type: none"> A commitment to the vision and ethos of the school Adaptability to changing circumstances and ideas Enthusiasm to train and innovate Energy and enthusiasm Reliability and integrity Excellent record of health, punctuality and attendance 	<ul style="list-style-type: none"> Enthusiasm and willingness to go “above and beyond”

<ul style="list-style-type: none">• Willing to undertake and continue personal professional development and provide leadership when appropriate• An ability to create a rapport with other members of staff• An ability to maintain a high level of communication with staff both written and orally• Organised• Resourceful	
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