



**CHAFYN GROVE SCHOOL
SALISBURY**

PART-TIME ACCOUNTS ASSISTANT

**Term time only
plus 60 hours during school holidays**

Start date: Monday 17th April 2023

Closing date for applications: Midday on Monday 6th February 2023

Interviews will be held later in the same week

CHAFYN GROVE SCHOOL

Chafyn Grove is a thriving day and boarding Prep School having approximately 200 boys and girls aged between three and thirteen years. The school is situated on the edge of Salisbury within 10 acres of land. The site has excellent academic facilities, with two large Science Labs, a superb Creative Arts Centre, impressive sports hall, heated outdoor pool, large astro hockey pitch and two all-weather tennis/netball courts.

The school provides a first class and broad-based education in which excellent teaching in the classroom is combined with the opportunity for children to develop their talents in music, art, drama, sport and outdoor pursuits. Academic standards are high across the ability range of the children; the School has a strong record of scholarship and Common Entrance success, as well as sending several pupils to Salisbury's grammar schools at 11. Cricket, tennis, athletics, rounders, and swimming are the principal summer sports. Rugby, hockey, netball and squash are played in the winter terms. We are particularly strong at Hockey, with many teams regularly making the national prep school finals. Regular plays, concerts and art exhibitions confirm our commitment to the creative side of the children.

Our aim is to provide a relaxed but purposeful environment in which children can flourish, and in which each child is valued as an individual, yet can also experience the invaluable lessons of teamwork and community life. The school takes pride in the good manners and politeness of the children. Discipline is firm but kind, and is based on mutual respect between children and staff.

THE ROLE

Chafyn Grove wishes to appoint an experienced part-time Accounts Assistant to join our friendly Bursary team and to work closely with the Head of Finance. The post holder will also be required to engage with all stakeholders including the senior management, teachers, support staff and parents to ensure the smooth and efficient day to day running of the accounts department.

BENEFITS OF SERVICE

The school is characterised by a warm, friendly and welcoming atmosphere. Members of staff support one another and this ethos of support is reflected in the ease of access that all members of staff have to the senior management team. Relationships with pupils are respectful, purposeful and warm. All new colleagues are supported through a personalised induction programme and are appointed a mentor to help them settle in upon arrival. All staff enjoy free on-site parking, an excellent pension scheme including death in service and critical illness cover, lunch and refreshments during term time and corporate gym membership rates at Parkwood Gym.

START DATE

The School is looking to make the appointment as soon as possible to start after the Easter holiday from approximately 17th April 2023. However, we require the candidate to be available to work towards the end of March for a handover.

HOURS OF WORK

It is envisaged that the core hours of the job will be 18 hours per week spread over 3 days, ideally from 8.30am to 2.30pm (including lunch). Timings and days of work can be flexible for the right candidate. Additionally, a further 3 days (6 hours each day) per annum will be required to attend insets for staff training. During the Easter, Summer and Christmas school holidays whilst the school is closed, a further 60 hours will be required to assist with the processing of payroll, payment of contractors and any other general accounting functions. Holiday hours are flexible and can work around childcare.

SALARY

It is envisaged that the salary will be £9,144.00 for 18 hours per week (£24,960 PA FTE), subject to negotiation on hours and days of work.

PENSION & LIFE COVER

The School has an AVIVA Pension Scheme for Support Staff which you will have the option to join. The minimum employee contribution is currently 3% of earnings with a 3% employer contribution and a 4 times salary life insurance service benefit and critical illness cover.

Employees also have access to an Employee Assistance Program, providing a range of support tools.

Job Description

Job Title:	Part time Accounts Assistant
Department:	Bursary Department
Responsible To:	Head of Finance, Bursar and Headmaster
Responsible For (Staff):	Not required

Role

The part time Accounts Assistant is responsible for supporting the Head of Finance with the efficient management of the busy bursary department to ensure that a professional service is offered to all stakeholders including parents, staff and contractors.

Specific Responsibilities:

Purchase and Sales Ledgers

- Data entry of all sales and purchase ledger transactions onto Sage.
- Carry out bank reconciliations and receipting.
- Deal with all internal and external sales and purchase ledger queries, as required.

Payroll

- Checking payroll submission each month and liaising with Payroll Management on queries and accounting.
- Carrying out monthly payroll submissions, where required, to assist the HR Officer.
- Dealing with all staff and administration pension queries and submissions for payroll.
- Processing BACS payments for the payment of salaries each month with Payroll Management.
- Carrying out Visiting Music Teacher reconciliations at the end and beginning of term with the assistance of the HR Officer.
- Assist the Head of Finance with the processing of annual P11D's calculations for residential staff.
- Ensuring correct enrolment on Aviva Pension Scheme for all new staff including managing ongoing auto enrolment processes.
- Liaising with pension provider and the Independent Pension Advisor, as required.

Fees

- Entering prospective pupils on Fee Master and carrying out the action to receipt registration and entry fees.
- Input of data for all charges to be made to pupil accounts other than fees including:
 - Charges for trips and activities
 - Casual and military boarding
- Carrying out adjustments to status including:
 - Changes in Year
 - Changes between fee types (eg day to boarding)
- Ensuring the correct application of remissions (Bursaries, Scholarships and Discounts).
- Carrying out the termly fee run, preparing bills and dispatching them to parents/guardians.
- Accounting for Fees in Advance and queries, with assistance from the Head of Finance.
- Recording payments of fees.

- Processing the payment of Childcare Vouchers and dealing with all parental queries, as required.
- Monitoring debts and carrying out pursuit of debts in accordance with the debt policy, including applying interest charges to accounts.
- Issuing parental payment receipts, including CEA receipts and pro-formas.
- Processing recharges to parents.
- Assisting the Head of Finance with the processing and administration of bursaries and updating the spreadsheet for new bursary requests.

Nursery Funding

- Carrying out reconciliation of nursery accounts.
- Recovering payments from WCC.
- Billing action as above.
- Assisting parents and staff with nursery funding calculations and enquiries.

Annual Audit

- Assisting the Head of Finance with the preparation for the annual audit review every September.
- Working with the auditors to answer queries and prepare statements and reports, as required.

Lettings

- Working closing with the Estates Manager to process and dispatch termly monthly invoices.
- Receipting payments for lets and dealing with accounting queries.
- Chasing debtors for letting invoices and notifying the Estate Manager of any concerns.

Other Financial Tasks

- Answering supplier queries.
- Carrying out BACS, cheque, credit card reconciliations and petty cash payments.
- Deputising in the absence of the Head of Finance, as required with the assistance of the Bursar.
- Assisting the Head of Finance with the information required for the preparation of termly management account reports to Governors.
- Maintaining all filing and archive systems.
- Processing payments for Licence renewals (Performing Rights).
- Any other tasks considered appropriate.

General Duties

1. To be aware of and comply with all procedures relating to child protection, health and safety, security, confidentiality and data protection.
2. All members of staff are required to comply with the school's code of conduct agreement – 'The interaction with pupils' policy'.
3. Contribute to the overall ethos, mission and aims of the School.
4. Uphold the School policies and rules.
5. Appreciate and support the roles of other professionals and teachers'.
6. Attend and participate in relevant updates and meetings, as required.
7. Work in a co-operative, diplomatic and flexible manner.
8. To take part in the School's appraisal of employees.
9. To undertake such additional duties as might be reasonably requested by the Head of Finance or Bursar.

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

Part time Finance Assistant - Person Specification

	Essential	Desirable
Qualifications: <ul style="list-style-type: none"> • Good standard of literacy and numeracy (GCSE grade C or above) in Maths and English. • AAT or similar professional qualification. 	*	*
Experience: <ul style="list-style-type: none"> • Purchase and/or sales Ledger. • Banking & petty cash. • Budgets. • Payroll. • Pensions administration. • Monthly Management Accounts preparation. • Working in similar finance post in small/medium organisation or school/college. 	* *	* * * * *
IT skills: <ul style="list-style-type: none"> • SAGE or similar accounting software. • Good working knowledge of MS Word, Excel and Outlook. • Feemaster or equivalent school fee software. • Schoolbase or equivalent school SMS. 	* *	* *
Personal Attributes: <ul style="list-style-type: none"> • Ability to work as a team or independently with minimum supervision. • Excellent communication skills including high standards of written communication, grammar and spelling. • Great attention to detail and accuracy of work. • To be self-driven for results with good project and time management skills. • A great sense of humour and a 'can do' attitude. • Willingness to undergo training in new systems. • Ability to deal calmly and politely with all stakeholders. • Complete integrity in handling personal and financial information. • Commitment to promoting and safeguarding the welfare of children and young persons. 	* * * * * * * *	

Chafyn Grove School is committed to safeguarding the welfare of children at the school. Therefore, this appointment will be subject to the successful completion of Enhanced Disclosure and Barring Check. Please refer to the School's Recruitment, Selection and Disclosure Policy for further information.

HOW TO APPLY

Please download a job application pack from the School's website <https://chafyngrove.co.uk/vacancies/> or contact the school office on 01722 333423 or e-mail Katie Straker, HR & Compliance Officer for an application pack: kstraker@chafyngrove.co.uk.