



JOB DESCRIPTION

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| JOB TITLE | Accounts Assistant |
| DEPARTMENT/SECTION | Bursary |
| LINE MANAGER | Chief Accountant |
| SAFEGUARDING: <p><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. | |
| JOB SUMMARY: <p>The Bursary is a central and integral part of Forest School, dealing with all financial and operational matters. The finance section within the Bursary is staffed by the Chief Accountant, Assistant Accountant, Accounts Clerk and Assistant Accounts Clerk. The office operates throughout the year, being the point of contact for staff and parents on all financial related matters.</p> <p>Forest School wishes to appoint an Accounts Assistant to support the work of the Chief Accountant and the finance team. The successful candidate will be personable and flexible in their approach, enjoy problem solving, and have an interest in, and willingness to be part of, the life of a busy independent school. This is an excellent opportunity for someone with initiative, who welcomes a challenge and thrives under pressure.</p> | |
| KEY DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Assisting with payroll duties• Administration of pension scheme• Purchase of orders using the School's business cards• Posting journal entries to the relevant budgets• Reconciliation of business card transactions with monthly statements• Maintenance of Accounts Office filing, including the scanning of documents• Dealing with Counter queries in the Accounts Office• Assisting in general administration within the Accounts Office• Additional duties as required to help ensure the smooth operation of the Bursary• To assist the Chief Accountant | |

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Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

TERMS OF EMPLOYMENT:

Term Time: 8.30am – 4.30pm Monday to Friday.
School Holidays: 8.30am – 3.30pm Monday to Friday
Lunch: 1 Hour
Annual Leave: 30 days, to be taken during Forest School holidays

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.