



PORT · REGIS

Accounts Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

This is a key role in our Bursary team with primary responsibility for the school's purchase ledger. The successful candidate will have proven experience in a similar role, strong communication and teamwork skills and a positive 'can do' attitude.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- Generous staff school fees discount.
- To join a delightful team and exceptional working environment.

Hours of Work

This is a full-time role during term time but there is potential for the hours to reduce to part-time (no less than 3 days a week) during school holidays.

Start Date

As soon as possible.

Job Description

These details are subject to change as the Bursar or any person acting on behalf of the Bursar may reasonably direct.

Reports to: Financial Controller

- Responsible for the day to-day running and co-ordination of all accounts payable. Responsible for planning own daily workload, ensuring that the chain of events from receiving an invoice or expense claim to payment are met with speed and accuracy.
- Ensure all invoices are registered on the system, then sent to the appropriate delegated signatory for authorisation and matched on the system promptly to enable payment.
- Ensure that all relevant documentation related to payment of invoices is accurate and attached before payment is made, such as purchase orders and delivery notes, bank details and company addresses.
- First point of contact with all creditors who may have queries regarding outstanding invoices, or staff / non staff expenses.
- Ensure all batch payments are accurate and match to payment information recorded on invoice register. Raise one off payments when required.
- Ensure all invoices are correctly coded on the nominal, authorised and paid within creditors time restrictions.
- Update all supplier statements, liaise, negotiate, retain copy invoices when necessary and ensure information is maintained and filed.
- Issue emails regarding outstanding invoices being held by Departments. Answer any budget questions from Heads of Departments.
- Responsible for all employee and non-employee expenses including registering, calculations, coding and mileage are correct and receipts are present before preparing for payment.
- Ensure all supplier account details such as account number, sort code and account name are up to date and maintained.
- Raise petty cash when required. Process and reconcile petty cash account.
- Enter credit card and Paypal transactions, code and reconcile statements, when required.
- Financial coding of documents with nominal codes. Nominal journal posting as required.
- Assist with preparation of year end transactions and audit.
- Maintain pre-payments file.
- Maintain in-year capital expenditure file.
- Complete weekly bank reconciliations, to include cash postings from the bank statement, when required.
- Enter and allocate internal issues from the catering department.
- Manage mobile phone contracts.
- Manage hire of external minibuses. Update insurance policy to include additional vehicles.
- Place orders requested by Heads of Departments and/or Bursar, with suppliers or online.

- Submit meter readings to suppliers and update spreadsheet for Bursar.
- Annual archiving of invoices and documentation, to include disposal of previous years.
- Assist the Bursar with any tasks/queries as required.
- From time to time, general office duties in support of your colleagues, or when cover is required, to include (but not limited to):
 - Secretarial and administrative duties for the Bursar as required.
 - General reception duties.
 - Postal arrangements for outgoing mail, including the franking machine and recording details of recoverable postage items.
 - Maintaining the key cabinets and the issue and receipt of keys to buildings on the school campus.
 - Organisation of driving tests for minibuses.
 - Arrangements for the taxing of vehicles, MOT testing and regular servicing of the four minibuses and the maintenance and grounds vehicles.
 - Keeping a register of all staff vehicles numbers.
 - Maintenance of stationary cupboard and associated stock control.
 - Telephone system: ensure call logging system is operational, monthly printout, liaising with the system manager regarding faults, raising invoices to staff for private calls.
 - Raising purchase orders for authorisation by the Bursar.
 - Maintenance of the Bursary filing systems for general administration.
 - Such other administrative, secretarial or accounting duties as may from time to time be required by the Bursar.

Person Specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Excellent communicator (verbal and written) and ability to develop strong links with the staff team
- Excellent ICT and organisational skills
- Strong attention to detail, accuracy and problem-solving skills
- Ability to prioritise tasks
- Diplomacy and the ability to act with integrity, professionalism and confidentiality at all times

- Flexible and calm under pressure

Desired

- Relevant proven experience in a similar role, ideally in a school setting

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on 12 June 2023**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Kevin Binns
Bursar

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.