

**THE WALLACE HIGH SCHOOL**

**ACCOUNTS ASSISTANT**

**JOB DESCRIPTION**

**General Information**

Wallace High School is a voluntary grammar school based in Lisburn. The school includes a Pre School, Preparatory school and educates young people aged 3 to 18. The school currently has approximately 1,350 pupils, and 150 staff.

The Finance Team deals with all aspects of the School’s financial matters including issuing fee requests to parents, collecting fees, making payments to suppliers and payroll processing. The Department also provides direct support to the schools Senior Management Team, and the Boards of Governors and Trustees.

This is an exciting time to join the team and we are looking for someone dynamic and who shares our vision for continuous improvement. The main responsibility of the Accounts Assistant will be to maintain and look after the school’s purchase ledger, direct payments, school credit cards and petty cash.

The school uses the SIMS & FMS accounting management systems.

The Accounts Department is made up of a team of 2 Accounts Assistants and 1 Senior Finance Assistant who report directly to the Head of Finance.

**School Values**

Our values are important to the school and we encourage our staff to be part of the school community and to adopt the values in their work

**Commitment** by all members of the school community to its caring ethos and academic traditions

**Opportunity** within a supportive environment for all to fulfil their potential as individuals, lifelong learners and contributors to society

**Respect** for others and self, and the building of harmonious relationships within the school and the wider community

**Excellence**, personal achievement and high standards in all areas of school life.

**Main Tasks and Responsibilities**

**Accounts Payable**

* Administration of Accounts Payable
* Reconciliation of supplier control accounts
* Preparation of BACs payments for the payment of suppliers
* Preparation of payments for direct payment to suppliers
* Generating Purchase Orders when required
* Reconciliation and posting of credit card expenses.
* Preparation of Cheque Payments when required.

**Bank & Cash**

* Setting up Direct Payments on the Bank to Suppliers
* Petty Cash Management
* Receipting Cash and Card transactions for pupils, staff or parents paying in at the Finance Office (as required)
* Addressing Credit Card Transaction queries
* Regular emptying and recording of canteen cash machine used to top up pupil’s canteen accounts.

**Finance**

* Allocation of photocopying charges to Budget Cost Centers.
* Posting of Canteen Free Issues
* Updating List of pupils who qualify for Free School Meals and ensuring FSM allowances are appropriately allocated to pupils.
* Setting up ParentMail for events, charity events etc.
* Provide financial analysis as requested by the Head of Finance.
* Maintain, review and analysis of the school’s charity fund raising.
* Budget Review for Subject Budgets as requested by the Head of Finance

**Administration**

* Assisting with queries and requests from staff, pupils, parents, suppliers etc. who present in person to the finance office.
* Administration as required linked to SIMS/ParentMail.
* Maintaining stationary supplies required for the Finance Team
* Liaising with the Head of Premises to ensure paper supplies are adequate and ordered from the best value supplier.

**Whole of School Duties**

* Be aware of and comply with safeguarding, child protection and confidentiality responsibilities in line with school policies and procedures.
* Contribute to the overall ethos, work and aims of the school.
* Undertake such other duties and responsibilities reasonably consistent with the role of an Accounts Assistant.

These duties are subject to change as required in the interest of the school and in negotiation with the Principal and the Board of Governors.

**Person Specification**

**Educational Qualifications**

* **Essential**
  + GCSE (or equivalent) Grades A-C in English and Maths
* **Desirable**
  + Accounting technician or book keeping qualification
  + Post GCSE qualification in an Accounting or Business studies or other qualification relevant to the role

**Skills, Abilities and Experience**

* **Essential**
  + A minimum of 1 year’s experience of working in an accounts office or similar relevant environment
  + Good written & communication skills with the ability to draft professional correspondence and to communicate effectively with other staff, parents and pupils
  + Proficient in MS Word and MS Excel
  + Good understanding of an accounting software’s purchase ledger
  + An organised and methodical approach and a high level of accuracy and attention to detail
  + A willingness to learn new and changing systems, to perform to the best of one’s ability and to be committed to continual professional development
  + An interest in business and finance
* **Desirable**
  + Previous experience of working in an Accounts Payable role
  + Previous accounting experience in the Education Sector
  + Previous experience of SIMS and/or FMS

Applicants should note that at the discretion of the selection panel, the desirable criteria may be used to enhance the criteria for shortlisting purposes.

**Start Date**

We would like the successful applicant to start on 12 August 2024, but will consider alternative start dates for the successful candidate. Prior to starting the successful candidate must have Access NI Clearance for working with Young Persons.

**Hours of Work**

Hours of work are 28 hours per week (excluding lunch). Normal working hours are 9.00 – 15.15 (Monday – Thursday) and 9.00 – 2.30 (Friday) with 30 mins for lunch and one 15min paid morning tea break. Some flexibility may be allowed with agreement with the Head of Finance.

This is a permanent, term time contract with up to 10 additional days to be worked over the school holidays (dates and number of days can be agreed with the Head of Finance)

**Salary, Benefits & Conditions**

NJC SCP scale Point 12-17 £26,421 - £28,770 (pro-rata) (based on 2023-24 pay scales)

The successful applicant will normally start at Point 12 of the scale, but depending on relevant and specific experience may start above this point, subject to approval from the Board of Governors

**Pension**

The school is a member of NILGOSC pension scheme.

**Probationary Period**

The appointment is subject to a probationary period of six months.

**Notice Period**

Following the probationary period, a notice period of 2 months will be required.

**APPLICATIONS**

It is preferred that application forms are emailed in Word format to [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net). An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Monday, 17 June 2024 at 12 midday.**

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

**NB:** It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.