

## Welcome

I am delighted that you are considering applying for the position of Accounts Assistant. This opportunity has arisen due to growth in the school from September 2024.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity to join our Accounts team, as an Accounts Assistant with Purchase Ledger focus. You would be responsible for the supplier side of our accounts, including but not limited to, bank and supplier account reconciliations, organising BACS payments, VAT return support, and liaising with staff across our various departments to arrange the supply of stocks and resources. Contracted hours for this role are up to 20 hours per week, working a minimum of 3 days. This role is full 52 week a year position.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



**Natalie Miller**

Director

Wisbech Grammar School

## About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 600 children aged 2-19. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Kindergarten, Prep School and the Senior School sharing the same buildings and extensive playing fields..

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 36,000 and there are good road links to Cambridge, Norwich and Peterborough.

## **History and development**

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2017, WGS committed to opening a Kindergarten and, following its success, our Early Years setting was further expanded to offer more classrooms and introduce the most modern technology available. There has been a demand from the local community to offer more younger spaces in Kindergarten and we are now delighted to accept pupils from the age of 2.

In 2018, WGS launched an International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

## **Application process**

To apply please download an application and equality form from our website [www.wisbechgrammar.com](http://www.wisbechgrammar.com). Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com)

Closing date: Applications must be received by 04 October 2024

Short list: Short listed applicants will be informed by 08 October 2024

Interviews: Will take place on around 09 October 2024

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



<b>Job Title</b>	Accounts Assistant
<b>Reporting to</b>	Finance Manager
<b>Hours of Work</b>	<p>Full time working hours are 40 hours per week</p> <p>This role is a part time role of up to 20 hours per week working a minimum of 3 days a week.</p> <p>The post holder will be expected to work those hours that are necessary to fulfil the responsibilities of the role and the needs of the school.</p> <p>Please note that this is a 52 week contract, and not term time only, but we can discuss with the candidate a variable hours arrangement where necessary (for example during School holidays).</p>
<b>Holidays</b>	<p>6 weeks holiday per year pro rata plus Bank Holidays with up to 5 days reserved for the Christmas shutdown. Holiday schedule to be approved by the Finance Manager, to take into account the schools' busy periods for the Accounts function (for example monthly Supplier BACS run). There is an expectation that major holidays are taken during School holidays.</p>
<b>Probation</b>	<p>1, 2, 4 &amp; 6 month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role / promotion.</p>
<b>Medical</b>	<p>The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider.</p> <p>Please note that all School buildings operate a no-smoking policy.</p>
<b>Benefits</b>	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none"><li>• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution</li><li>• Childcare voucher scheme</li><li>• Fee discounts for dependent children</li></ul>
<b>Safeguarding</b>	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none"><li>• undertake all mandatory training on the school defined timetable (annually at time of writing this document)</li><li>• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)</li></ul>
<b>Data Protection</b>	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p>



Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.

A strict code of confidentiality must always be adhered to.

Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

### **Principal Role**

Working in the School's Finance department this varied role supports a number of pivotal functions within a busy and successful co-educational independent school. This role will ideally suit someone who is highly organised, a team player but also someone who can show initiative and work autonomously.

The work is mainly purchase ledger focussed, dealing with our suppliers and liaising with staff in other departments to ensure stock and resource levels are maintained adequately. This role requires precision and often a fast turnaround of responses and payments.

### **Detailed Role**

The list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

- Assist with supplier linked financial queries by telephone or in person
- General administration within the school including occasional reception/phone cover
- Reconcile payments and purchase ledger daily using Xero accounts package in a manner that will support the school's process of transitioning to being VAT registered and the need for the purchase ledger to support input VAT recovery
- Reconcile bank, credit card and supplier accounts
- Process purchase orders ensuring best value is obtained, negotiating prices with suppliers and obtaining quotes as necessary
- Process invoices, from ensuring appropriate authorisation, through to raising BACS payment runs and other ad hoc bank payments
- Deal with any queries or discrepancies relating to purchases, payments and deliveries, plus occasionally respond to parent queries in the absence of the Accounts Administrator or Finance Manager
- Handle and process petty cash requests and input transactions onto the system reconciling monthly
- Support termly supplier related prepayment journals into Xero to ensure management accounts reflect activity during the period
- Administer our ParentPay account (means by which parents pay for trips and top up dining hall accounts)
- Monitor and reconcile school trip and charity accounts
- Communicate with suppliers and staff as necessary
- Provide cover support for Accounts Administrator whose role focuses on Sales Ledger (which is our invoicing of parents for Fees and extras)
- General administration within the school including occasional reception/phone cover

Attributes	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>GCSE standard of equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Bookkeeping / accounting qualification e.g. AAT or IAB</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of bookkeeping procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience in preparing and submitting VAT returns</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>Understand, work and appreciation of confidentiality</li> <li>Experience of working in an accounts environment</li> <li>Excellent communication skills including adjustment to meet the needs of the target audience</li> <li>Good time management skills</li> <li>Good numerical and literacy skills</li> <li>Ability to build positive relationships with a diverse range of staff and stakeholders</li> <li>Can show initiative, creative thought and understanding of the importance of being proactive in a busy workplace environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working in a school accounts environment</li> <li>Experience of working in a VAT registered business</li> <li>Experience with partial exemption an advantage</li> <li>Experience of Xero or similar accounting system</li> <li>Experience of working with SIMS or Parent Pay</li> <li>Experience of switchboard</li> <li>Experience of stock control and purchase ordering</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>Be professional and well organised</li> <li>Be able to be flexible and work under pressure, both independently and within a small team</li> <li>Can consider issues objectively and from a holistic school view.</li> <li>Patient, reliable and trustworthy</li> <li>Keen eye for detail</li> <li>An understanding and commitment to the ethos, culture and priorities of the school</li> <li>Be an ambassador for the school</li> </ul>	<ul style="list-style-type: none"> <li>Warm and approachable personality that shows tact and sensitivity</li> </ul>