

Job Description – Accounts Officer

Responsible to: Financial Controller

Salary: SP20 Actual: £15,888.20

Hours: 30/52 – Monday to Friday 9.00am – 15.00pm

Job Purpose: Making sure that Camphill Wakefield meets the high standards of education, training and care within its own set of ideals and principles as well as meeting the expectations and guidelines of financial and banking standards

Purpose of the Job

- Administration of the sales and purchase ledger and monthly payroll, including supplier and expenses payments.
- Reconciliation of bank accounts
- Production of monthly reports

Main Duties and Responsibilities

To manage the day-to-day operation of the sales ledger

- Create customer accounts in system including student accounts
- Post cash received to ledgers.
- Allocate receipts to invoices based on remittances received.
- Produce regular reports for management
- Chase debtors for payments – email, or telephone.
- Internal and external customer query resolution
- Communicate updates on overdue balances to management.
- Ad hoc tasks or reporting

To manage the day-to-day operation of the purchase ledger

- Inputting all supplier invoices to Sage accounts, ensuring that all transactions are accurately recorded and authorised.
- Maintaining the purchase ledger including setting up new supplier accounts and other housekeeping.
- Preparing batches of supplier payments for BACS payment.
- Regularly reconciling supplier statements to Sage balances and investigating any discrepancies.
- Setting up new accounts for payment via on-line bank software.
- Dealing with supplier queries.
- Preparing all expenses payments to staff, students and visitors by online banking.
- Monthly processing and reconciliation of the College credit card purchases.



To manage monthly payroll processing and payments.

- Managing the Sage payroll software including downloading software updates, keeping employee records up-to-date, inputting PAYE coding information and general housekeeping.
- Monthly preparation of payroll schedule for all staff salary, information supplied by Human Resources.
- Schedule to include
 - payroll deductions including payroll giving, employee pension contributions, student loan repayments etc.
 - Calculations relating to statutory payments including sick pay and maternity/paternity pay.
- Preparing BACS batches for monthly disbursement of net pay and distributing payslips.
- Preparing schedule for timely on-line payment of PAYE and NIC on a monthly basis
- Preparing monthly RTI submissions and year-end returns to HMRC.
- Posting all payroll costs, using payroll software (SAGE Payroll), to the nominal ledger and preparing reconciliations as required for year-end audit.

Maintain the nominal ledger:

- Posting journals and corrections as required. .
- Producing monthly management accounts, as required.
- Assist with all Bank Reconciliation tasks as required

This list of duties is not exhaustive

General Requirements

- Attending meetings, liaising and communicating with colleagues in the college, outside agencies and other relevant bodies
- Being an effective role model for the standards of behaviour expected of all
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the college
- To undertake ongoing continued professional development.
- To uphold the values and ethos of Camphill Wakefield
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Principal

Professional Values and Practices

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the college. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of College records and information. The post holder must carry out their duties with full regard to the College's Equal Opportunities Policy, Code of Conduct, Safeguarding and Child Protection Policy and all other College Policies. The post holder must comply with the College Health and Safety rules and regulations and with Health and Safety legislation.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Any other duties that may reasonably fall within the purview of the job

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Person Specification – Accounts Administrator

Requirement	Essential or Desirable?	How Assessed?
Knowledge& Understanding: <ul style="list-style-type: none"> • Educated to A level (or equivalent), or higher • Qualified or part-Qualified Accountant (AAT, ACCA, ACA or CIMA)working towards Level 3 • Experience and knowledge of managing payroll, including HMRC, PAYE requirements and reporting. • Experience within the education and charity sectors. • Advanced proficiency with key Microsoft Office applications (Word, Excel, Outlook) • At least one computerised accounting system (SAGE is preferred) 	Essential Desirable / Essential Essential Desirable Essential Essential	Application &Verification Application Application Application Application/ Interview Application/ Interview
Skills &Abilities: <ul style="list-style-type: none"> • A willingness to build these skills through structured training if needed. Enthusiasm to develop skills • An ability to adapt to the changing needs of the College 	Essential Essential	Interview Interview
Personal Attributes: <ul style="list-style-type: none"> • Highly-motivated. • Creative and innovative. • Ability to work unsupervised. • Flexible in approach. • Reliable. • Excellent communication skills • Organisational skills • Ability to prioritise work • Honest • Ability to develop and promote positive working relationships with professional colleagues 	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Reference & Interview Reference Interview Interview Interview