

## Accounts Payable Officer

Required September (Initially fixed term contract of 9-months)

### About the role

We are looking for an experienced administrator to join our busy Finance Team. The role will be for an initial term of 9-months. The ideal candidate will be comfortable with changing systems, as we launch a new way of processing invoices and purchase orders within the department. The successful candidate will embrace modernised working practices within the accountancy trade and be skilled in seeking out efficiencies within processes.

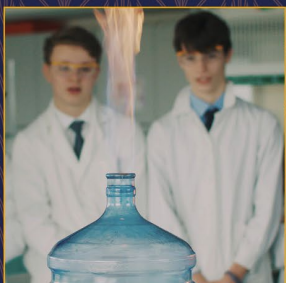
### The Role

To provide a professional and efficient service to the finance department, monitoring how much money is owed and providing accurate financial information to the Finance Manager and Finance Director, when needed. To manage the day to day purchase ledger finance activities, as well as providing general support to the Finance Department.

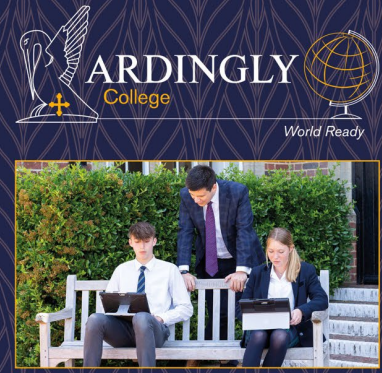
**Reporting to:** Finance Manager

### Core Duties and Responsibilities

- Processing of supplier invoices and credit notes received for 3 Ardingly companies (College, APL and ACIL)
- To process all supplier invoices through the PASS system
- Ensure all invoices are matched to GRN's if appropriate, and obtain authorisation from budget holders.
- To process Petty cash requests as and when required by members of the College community.
- Processing of employee expenses
- Processing the weekly supplier payment runs via BACS
- Reconcile Supplier statements at key times in the year.
- Process the direct debit payments through the purchase ledger







- To reconcile the purchase ledger control accounts to the nominal ledger on a monthly basis.
- Liaising with budget holders and suppliers
- Obtain appropriate authorisation of supplier invoices for payment
- To provide support and cover for any additional accounts office work as and when required.
- To ensure the legal obligations are met regarding Accounts department archiving.
- Accurate data entry and record keeping / filing
- Being the first point of contact for all relevant enquiries
- Dealing with all College staff & pupil enquiries quickly and efficiently.

### General Responsibilities

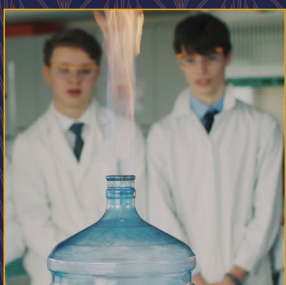
- Attend school training, events and meetings when required
- Support the College's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Participate in training and undertake any performance development activities as required. Be aware of and responsive to the changing needs of the College and maintain a flexible and pro-active approach to work

### The College

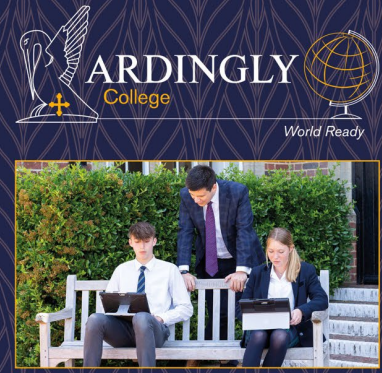
Ardingly College is a thriving independent co-educational school offering an outstanding all-through education to over a thousand children in a beautiful part of West Sussex, with excellent transport links locally and across the South-East.

The Prep School has over 220 pupils from Reception to Year 6, as well as a Nursery. Reception and KS1 are based in the Farmhouse, and Years 3-6 in the main school building, School House. The Prep School lives and breathes the values of Shaping My World, through which primary aged children learn to explore the world around them in ways that are adventurous, curious, generous, and ingenious.

The Senior School has over 800 students from 11-18, 300 of whom are boarders. The curriculum is designed to be broad and stimulating, with over 25 subjects offered and a choice of A Level, IB Diploma or BTEC courses in the Sixth Form. The values of the school are centred on kindness, respect, and positive engagement, with students







encouraged to balance their own interests with those of the communities in which they study and live.

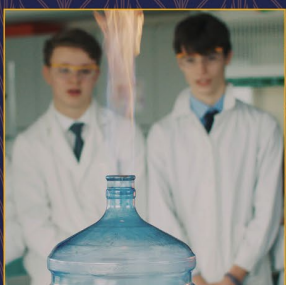
The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided through house staff, the Health & Wellbeing Centre and additional pastoral support such as the Chaplain, DSL, and Mental Health Lead. The curriculum is broad and balanced, enabling all students to participate in sports, creative and performing arts and a wide-ranging Enrichment Programme. Through their learning and experiences both inside and beyond the classroom, students are able to complete each stage of their education successfully and become ready for the next stage of their lives beyond school.

Academic results are high and have been on an upward trajectory since 2015. Results in 2022 (the first year of exams since the pandemic) were at record levels, with an IB Diploma average of 40 points and 98% of A Level candidates gaining grades between A\*-C. At GCSE, over 90% achieved between grades 9-6, among whom 34 scored all 9s and 8s.

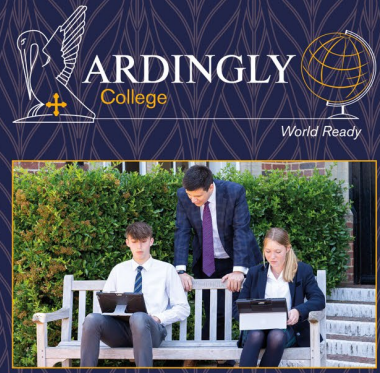
In the most recent ISI inspection of educational quality in 2018 the College was judged excellent for both pupil achievement and personal development and in 2021 the College passed all elements of the Regulatory Compliance Inspection.

The College offers an outstanding range of co-curricular activities and has a proud tradition of participation and achievement. In sports, pupils compete successfully at local, regional, and national levels in the main sports of football, hockey, swimming, netball, cricket, and athletics. Music, Art, and Drama are particularly strong, with exciting events such as concerts at school and in professional music venues, devised and scripted drama performances and exhibitions both by talented art scholars and give-it-a-go artists among the pupil and staff population.

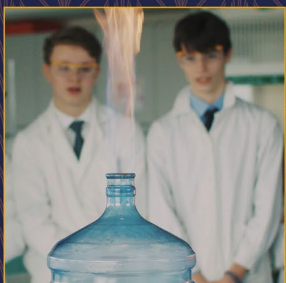
Partnership is integral to the College ethos. Within school this applies to the partnership between teachers and operations staff to maintain excellent standards and quality of provision across the campus. Beyond the school gates, we work with a range of primary and prep schools as well as supporting the local community through voluntary action and working with schools abroad in Africa and Asia. The College operates a bursary programme which currently supports over 30 pupils with substantial or full fee remission.



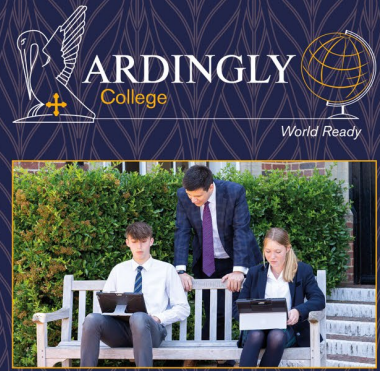




Campus facilities are excellent, with considerable recent investment in the College campus bringing it up to the highest school standards. Recent additions include a new STEM faculty and upgrades to classrooms, as well as major refurbishments of boarding and day houses. A new café and dance studio were opened in 2021 and new Lower School and a third day boys house in 2022.

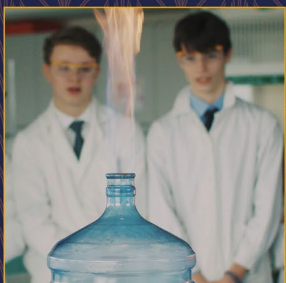




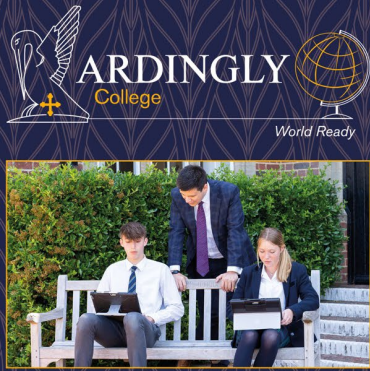


## Person Specification

	Essential	Desirable
Experience	<p>Previous experience in Accounts payable duties.</p> <p>Used to processing large volumes (invoices, general accounting or other administrative documents)</p> <p>Experience in dealing with confidential work with tact and discretion combined with a calm personality and sound judgement</p>	<p>1-2 years' experience in an accounting environment. To have completed a year end process</p> <p>Experience of working in a school environment</p> <p>Previous all-round general accounting experience up to trial balance.</p>
Qualifications	Educated to minimum GCSE inc. Maths & English	
Skills and Knowledge	<p>Accounts payable &amp; general accounts</p> <p>Accuracy and strong attention to detail.</p> <p>Strong communication skills both verbal and written.</p> <p>IT literacy – particularly in advanced Excel, Word and Outlook.</p> <p>Very strong team ethics</p> <p>Administrative skills</p>	Accounts up to trial balance







	End to end delivery	
Personal Attributes	<p>Enjoy working to a high standard in a demanding environment.</p> <p>Tact, diplomacy, and a sense of humour.</p> <p>Flexible and adaptable to changing priorities and demands.</p> <p>Able to maintain confidentiality.</p>	

### Terms and Conditions

- Contract:** Fixed term, 9-month period. With potential to extend
- Hours of Work:** 40 hours a week, 52 weeks a year. We do welcome flexibility of hours, and hybrid working will be considered, with a minimum of 3 days to be worked in the Office. Job shares also considered.
- Rate of Pay:** £26,000 (p/a)
- Holiday:** 25 days per annum, plus bank holidays. Five days are to be taken during the Christmas closedown period. Pro-rated for those working part-time or on fixed term contract.
- Benefits:** Pension, death in service, complimentary lunch, free onsite parking, and use of leisure facilities. Please visit our website for more details of the College's employee benefits.

