



DEAN CLOSE FOUNDATION

Post:	Accounting Administrator
Line Manager:	Billing Ledger Manager
Hours of Work:	37.5 hours per week, Monday – Friday.
Salary:	£19,000 - £22,000 depending on experience
Start date:	As soon as possible
Location	Bursary - Dean Close House

The Foundation is an educational group consisting of schools and day nurseries. We have Dean Close Senior, Preparatory and Pre-Preparatory Schools on one site in Cheltenham and Dean Close Airthrie School based on another site in Cheltenham. There is Dean Close St. John's Preparatory and Pre-Preparatory Schools in Tutshill, Chepstow.

Through Dean Close Nurseries Ltd we have 6 stand alone day nurseries based in Cheltenham, Gloucester, Chepstow, St Arvans and Newport.

Dean Close Services Ltd is the commercial arm of the group developing business across all sites.

The Role

The Accounting Administrator will be part of the Finance Team, reporting to the Billing Ledger Manager. Candidates should have experience of using computerised accounting systems.

The post-holder is required to work with the internal finance team and other administrative staff. There will also be contact with academic and support staff in the Nurseries and Schools. To ensure the continuity of cover, there may be the opportunity to cover other duties within the Finance team. Full training and support will be given.

Duties

The duties of the role will involve but not be limited to the following:

- Undertaking or assisting with the timely monthly billing of Nursery fees
- Prepare monthly billing for DCSL invoices, including lets and box office agreements
- Participating in various credit control activities, including bank reconciliations, to ensure the prompt settlement of outstanding accounts within the Foundation's terms of business
- Assisting with billing of School fees as and when required
- Support the Billing Ledger Manager with the training, support and supervision of the accounting apprentice assigned to your ledger section
- Support the Billing Ledger Manager in the roll-out of improvements to the Foundation's systems for billing, sales invoicing and debt collection
- Support for other finance department processes and Ad hoc projects



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Person Specification

- Full or part qualified accounting technician (or suitably qualified by experience) with GCSE English and Mathematics (or equivalent)
- Experience of using Microsoft Word, Outlook and Excel (or equivalent packages) is essential
- Be Loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge

Terms and Conditions

- This is a full time, year-round post. The hours of work are normally 37.5 hours per week. However, flexible working and part time hours would be considered for the right candidate.
- Training will be provided including the possibility of studying towards an accounting qualification.
- 25 days and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year.
- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.

- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.