



Accounts Payable Officer

(Fixed Term to Permanent)

About the role

We are looking for an experienced administrator to join our busy Finance Team. The role will initially be offered on a fixed term basis with possibility of extension. 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 bank balances to ensure ability to pay all monies owed as they fall due, and providing accurate financial information to the Finance Manager and Finance Director, when needed. To manage the complete day-to-day purchase ledger finance activities, AP bank reconciliations, pre-payment and accruals schedules, 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 4 Ardingly companies: Ardingly College, Great Walstead School (GW), Ardingly Projects Limited (APL) and Ardingly College International Limited (ACIL)
- To govern the purchase order process and ensure all invoices are matched to GRN's if appropriate and correct authorisation has been obtained from the relevant budget holder.
- Processing of credit card holders expenses on a monthly basis
- Processing of employee expenses on a weekly basis
- 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 perform monthly reconciliations of the purchase ledger control accounts to the nominal ledger
- Accurate data entry and record keeping / filing, ensuring the college meets its legal obligations for archiving
- Be the first point of contact for all relevant enquiries; and take full responsibility in dealing with all college staff and supplier queries quickly and efficiently
- To provide support and cover for any additional accounts office work as and when required.

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 an award-winning 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 thriving Nursery. Reception to Year 3 pupils are based in the Farmhouse, and Years 4 to 6 on the main school site in 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 around 850 students aged from 11-18, more than 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 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. Ardingly prides itself on every student being known and valued as an individual and achieves this through small pastoral groups (with a maximum of 10 students in each Tutor Group from Year 9 upwards) and a strong House system, which provides every pupil – whether day or boarding - with their ‘home from home’ at the College. In recognition of this outstanding pastoral care, during the most recent ISI inspection the College was judged to meet all standards and have a “significant strength” in boarding, which is the highest accolade available under the new Inspection Regime.

Academic results are high. The College has been in the top 10 schools in the UK for nine out of the past ten years and is regularly in the Top 50 schools in the UK for A Levels, according to The Sunday Times. While we are proud of these excellent academic results, however, Ardingly places equal value on ensuring our students are equipped with the mindset, personal qualities and skills they will need to succeed in a rapidly changing world beyond school. This is at the heart of our World Ready approach and our innovative Enterprise & Employability programme recently won two national awards: The Week’s ‘Best Preparation for Life’ and the Independent School of the Year ‘Best for Student Careers’.

The College offers an outstanding range of more than 150 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 local primary 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 | |





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| <p>Skills and Knowledge</p> | <p>Accounts payable & 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> <p>End to end delivery</p> | <p>Accounts up to trial balance</p> |
| <p>Personal Attributes</p> | <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 for six months with potential to extend/permanent.

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.

Rate of Pay: £28,700 per annum





Holiday: 25 days per annum, plus bank holidays. Five days are to be taken during the Christmas closedown period.

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.

