



ABBHEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
253 Wells Road Malvern Wells
Worcestershire WR14 4JF
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Accounts Manager Job Description

1. Responsible for the running of the Department managing 3 staff.
2. Reporting to the Directors
3. Year-end Accounts – 13 sets of accounts to Trial balance
4. Self-Assessment - Maintain all personal account records and report/ liaise / assist Accountants
5. Manage financial processes.
6. Help/train/assist staff
7. Loans & Mortgage Schedules - Maintain /update and ensure paid on time – currently 55 mortgages across 21 bank accounts.
8. Assets & Liabilities - Maintain and update schedules
9. Sales / Purchase Ledger checks
10. Download manual bank statements and upload to Xero.
11. DD & SO - Maintain & update
12. Payment runs
13. Credit card reconciliations
14. Payroll for up to 80 staff – salaried, hourly, daily and weekly paid.
15. Time sheet checking, liaise with line managers
16. Pensions - Monthly/ Annual pension submissions Teachers Pensions / Monthly Auto enrolment submissions
17. HMRC - PAYE submissions & Payments & Employment allowance claims.
18. Payroll journals/deferred income/interest/interco transactions.
19. Salary payment run.
20. Answer staff questions re pensions/tax etc
21. Manage BrightPay – adding new staff, enrolling in pensions, P45's and P 60s.
22. Manage staff holiday, seek approval from line managers and record.
23. VAT Returns
24. Filing/Ad hoc

The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of the College.

“The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the College once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the College has received and verified two satisfactory references.”

The above does not form a contract in its own right and should be read in conjunction with your contract, the Abbey College Staff Rules & Disciplinary Procedures, and Residential Staff Terms and Conditions where applicable

Signature: _____

Date: _____

Signed on behalf of the Abbey College: _____

Date: _____

Produced by:	CS	Date:	24/07/16	Checked by:	GD	Date:	19/09/2024	Approved by:	MN	Date :	19/09/2024
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Abbey College in Malvern Ltd (Number 08661073)

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