



ABBHEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
253 Wells Road Malvern Wells
Worcestershire WR14 4JF
Tel: +44 1684 892300
www.abbeycollege.co.uk
enquiries@abbeycollege.co.uk

Accounts Assistant Job Description

1. Purchase ledger system. To process purchase invoices and track against orders and delivery notes, identify any disputes or discrepancies on the purchase ledger system and deal with suppliers and staff to resolve any issues. To process and enter invoices to the ledger using Hubdoc, ensuring that all invoices are coded to the correct nominal and budget codes
2. Create Student Invoices on Xero and send them to parents/agents.
3. To produce monthly creditors lists
4. Posting charges to student accounts, and file
5. To assist with the day to day running of the accounts department
6. Raise weekly BACS runs for invoices due for payment and post to the ledger, ensuring sufficient information is recorded so they can be analysed and reconciled.
7. Perform monthly reconciliations of the purchase ledger and bank accounts, to ensure all drawings are coded correctly and entered onto sage, produce monthly creditors lists.
8. To assist with monthly end journals, accruals and prepayments
9. To collate and reconcile credit card payments to the ledgers against the corresponding back up and authorised orders.
- 10 Calculating expenses
11. Produce and analyse comparisons and data
12. To assist with enquiries for students, staff and agents, petty cash, pocket money and student deposit accounts.
13. Processing all new staff, including DBS application and Updating the single central register
14. Creating and Maintaining all employee personnel files
15. Ensuring archiving of staff leavers
16. Making sure all Files adhere to GDPR
17. Process monthly payroll, including statutory year-end returns and P60'S
18. Maintain payroll processing system and records by gathering, calculating and inputting data
19. Answer all staff queries regarding, wages, deductions, attendance and time records
20. Workplace pension scheme and Teachers pensions scheme, making sure all pension information is updated online monthly and doing teachers pensions year end.
21. Ad hoc duties
22. Renewal of utility contracts

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.

Produced by:	KB	Date:	08/05/2024	Checked by:	MN	Date:	08/05/2024	Approved by:	MN	Date :	08/05/2024
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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 Wells Road, Malvern, Worcestershire, WR14 4JF

Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026

“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: _____

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