



DEAN CLOSE FOUNDATION

Post:	Accounts Administrator
Line Manager:	Purchase Ledger Manager
Hours of Work:	37.5 hours per week, Monday – Friday.
Salary:	£24,000 - £26,000 depending on experience plus study package if required
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 7 standalone day nurseries based in Cheltenham, Tewkesbury, 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 Accounts Administrator will provide essential support to the finance team by assisting with both the purchase and sales ledger functions. This role involves ensuring accurate and timely processing of financial transactions, maintaining records, and supporting the overall efficiency of the accounting department. 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 schools and with the Bursar. 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:

- Supporting both the sales, and purchase ledger functions
- Processing of supplier invoices using our automated invoice system
- End to end management of allocated suppliers to ensure invoices are paid on time
- Deal with supplier queries
- Process BACS and Direct Debit payments to suppliers
- Assist with the financial administration of all school trips using the trip management software
- Collect and process charity donations
- Process of staff expenses and credit card statements checking for all receipts
- Month / Year end duties
- Assist with company credit card administration
- Assist with petty cash
- Support for other finance department processes and Ad hoc projects

Person Specification

- Full or part qualified accounting technician (or suitably qualified by experience) with GCSE English and Mathematics (or equivalent)
- Experience in 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. Occasional duties outside regular hours may be required. Annual leave is 25 days per annum plus statutory holiday and holiday to be taken with the prior agreement of the Manager.

Benefits

- Free lunch during term time
- Fee remission for staff at our Nurseries, and Schools
- Use of the gym, and swimming pool at specific times
- Company sick pay and pension scheme
- Discounted golf fees at Brickhampton Golf Club
- Discounted Bacon Theatre tickets
- Free onsite parking
- Cycle to work scheme
- Electric car scheme

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- 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

Please use TES Quick Apply. Any queries regarding the role should be submitted to

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.



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