



## Job Description

### Temporary Accounts Assistant (Initial 1 year fixed term contract)

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools.

**Working Hours:** 37.5 hours per week, Monday – Friday throughout the year

**Responsible to:** Foundation Bursar through the Foundation Accountant

#### Summary of the Role:

To assist the Foundation Accountant in the discharge of her duties overseeing the move from one Management Information System to another across the accounts offices in the Haberdashers' Monmouth Schools group.

#### Main Duties and responsibilities

1. Provide general support and cover for other bursary posts as required, including payroll, purchase ledger and billing ledger functions
2. Assist with the extraction of data from existing software and the input of data into new software applications
3. Check data as used above for completeness and correctness
4. Deal with incoming and outgoing communications by telephone, email or post
5. Handle requests for assistance from visitors, staff and pupils in a helpful and friendly manner
6. Carry out such general administration duties as specified by the Foundation Accountant
7. Carry out such general administration duties as specified by the Foundation Bursar

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



## Person Specification

### Temporary Accounts Assistant (Initial 1 year fixed term contract)

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>• Minimum Maths &amp; English at GCSE, Grade B or equivalent</li></ul>	
<b>Experience</b>	
	<ul style="list-style-type: none"><li>• Recent accounts/administrative work</li><li>• Experience of database operation</li></ul>
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Proficient in the use of Microsoft Word and Excel</li><li>• Good interpersonal skills</li><li>• Ability to work independently</li><li>• Ability to work accurately with attention to detail and to tight timescales</li><li>• Ability to deal with difficult/sensitive situations in a calm and sensitive manner in person and over the telephone</li><li>• Good telephone manner</li></ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Takes pride in their work</li><li>• Comfortable with team working</li><li>• Reliable, honest, trustworthy and professional at all times</li></ul>	
<b>Other Factors</b>	
<ul style="list-style-type: none"><li>• Flexible approach</li><li>• Willingness to undertake additional training (on occasion outside normal working hours)</li></ul>	



# Haberdashers' Monmouth Schools

## **Package**

- Salary:** Haberdashers' Monmouth Schools Support Staff pay Scale Band 5 point 17, £11.40 per hour
- Holidays:** 4 weeks paid holiday per annum (during normal school holidays)
- Pension:** The School operates a contributory money purchase scheme subject to fulfilling qualifying criteria

## **Applications**

Applications must be made on an official application form but may include a full CV. Please return your completed application form by email to: [recruitment@habsmonmouth.org](mailto:recruitment@habsmonmouth.org) or, if returning your application by post, please clearly mark your envelope "Job Application" and send it to:

Miss M A Boulton  
HR Administration Manager  
Haberdashers' Monmouth Schools  
c/o Monmouth School for Girls  
Hereford Road  
Monmouth  
NP25 5XT

***The closing date for applications is noon, Friday 18th January 2019***  
***Interviews will be held week commencing 21st January 2019***