

JOB DESCRIPTION: ACCOUNTANT

Job Title:	Accountant	Department:	Administration
Reports to:	Finance Manager	Direct Reports:	No

Job Scope

To provide support to the organisation by ensuring that all financial and accounting functions are performed to a high standard and by agreed deadlines.

- To ensure efficient and accurate processing of payments and invoicing.
- To maintain accurate records in relation to all school financial matters including approvals, budget coding, uploading to the finance system.

Main Duties & Responsibilities

This is not an exhaustive list of all duties and responsibilities.

- Providing excellent customer service to staff and parents and ensuring transparency and clarity of information
- Responding to queries and complaints in a timely manner to avoid the need for follow up
- Preparation and issuing of tuition fee and exams invoices and supporting with collections
- Coordinating payment plan documentation requirements; ensuring that requirements are fulfilled
- Maintaining general ledger accounts by reconciling accounts receivable and payable
- Execute payments to suppliers after relevant approval by management
- Follow up with suppliers on outstanding or overdue payments
- Manage petty cash and the accurate recording of receipts
- Contribute towards month and year end closing, and quarterly VAT submissions
- Maintain accurate filing and records for auditing purposes
- Assist with the preparation of budgets and forecasts

	<ul style="list-style-type: none"> • Provide support to procurement management • Perform other accounting, financial or administrative tasks as may be required
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Key Relationships

Internal:	Leadership Teams, Academic and Administration staff
External:	Parents, external suppliers and third party providers.

Position Requirements

Education:	<ul style="list-style-type: none"> • Higher education (degree, diploma or equivalent) in Accounting.
Experience:	<ul style="list-style-type: none"> • Proven experience in a Finance role at this, or a similar level. • Experience of working in an educational establishment. • Experience of accounting software and data entry

Review & Declaration

This job description is subject to annual review by WSLT, in collaboration with the post holder to ensure that it is kept up to date and relevant. Any changes will be implemented after consultation with the post holder.

Employee Name:		Date:	
Signature:			