



NEW COLLEGE OXFORD

JOB DESCRIPTION – Accounts Assistant

Job Title:	Accounts Assistant
Reports to:	College Accountant
Hours per week:	21 hours per week (negotiable)
Salary:	Oxford University Grade 5 salary range £17,244-£20,379 (pro-rata rate) (£28,759-£33,965 full-time rate)

Key Objectives To provide New College School with accounts support and administration

Main Responsibilities

- administering the school's payroll/pensions
- purchase and sales ledger preparation and supervision
- debtor management
- control account reconciliations
- cashbook in support of bank reconciliation
- general day-day financial admin, including supporting the preparation of budgets and accounts
- liaising with staff and parents as appropriate

Person specification

Relevant Experience, Skills and Knowledge

- Good Excel experience
- Strong reconciliation skills
- Preferably AAT qualified or equivalent
- 2 years relevant experience in a finance team

Communication and Interpersonal Skills

Fluent and clear communication skills are needed as the post-holder will engage regularly with colleagues from New College School, parents, other College departments, suppliers and the College's auditors.

Benefits

Benefits include:

- 30 days annual leave (pro-rata for part-time) of which 5 are taken over Christmas/New Year when College is closed.
- Free lunch in college when available
- Pension: The post-holder is eligible to join one of the College's employer-provided pension schemes, to which both the post-holder and the College contribute
- Employee Assistance program
- The College runs a bicycle and nursery voucher scheme, and a bus/train pass scheme
- Professional subscriptions paid

How to apply

Please upload to this portal:

- a full CV
- a covering letter outlining your skills and experience relevant to this post
- the names of two referees

The closing date for applications is 2nd May.

Those shortlisted will be invited to interview at New College during the week ending 10th May.

During the application process all applicants are invited to complete an Equal Opportunity Monitoring Form to help us fulfil our duties as an equal opportunities employer. Please note that this will not be forwarded to the interview selection panel and will be filed separately and confidentially to your application.