

Job title: Accounts Officer

Reports to: Finance Manager

Date reviewed: September 2025

Working Relationships

- Senior Leadership Team
- Teaching and Support Staff
- Parents/Guardians
- External auditors, suppliers, and service providers

Job purpose

The Accounts Officer is responsible, along with the accounts team, for ensuring the efficient and accurate financial administration of the College. The post holder will help manage the day-to-day financial processes, maintain records, and support the Finance Manager in budget monitoring, reporting, and compliance. The Accounts Officer plays a key role in ensuring the College meets its statutory obligations and operates within agreed financial parameters, while maintaining high standards of professionalism, confidentiality, and integrity.

Professional duties

Working with the Finance Manager, Business Manager and Headmaster to establish, maintain and develop the financial procedures and operational systems of the College. To be responsible for the finance provision and to assist the Business Manager with the effective management and monitoring of budgets and financial control processes.

Key Responsibilities

Financial Administration

- Maintain accurate records of all financial transactions in line with statutory requirements and College policies.
- Assist in processing purchase invoices, staff claims, purchase orders, and supplier payments.
- Assist in managing petty cash, credit card transactions, and bank reconciliations.
- Ensure all financial data is up to date and readily available for reporting purposes.

Budgeting and Reporting

- Assist the Finance Manager with the preparation of annual budgets, forecasts, and financial plans.
- Monitor expenditure against agreed budgets and highlight variances promptly.
- Produce monthly, termly, and ad hoc financial reports for the Business Manager, Senior Leadership Team, and Governors.
- Support financial analysis to inform strategic decision-making.

Payroll and Staff Expenses

- Work with the Finance Manager in the preparation and submission of the monthly payroll to ensure accurate and timely processing of salaries, pensions and statutory deductions
- Process staff expense claims, ensuring compliance with school policy.
- Maintain accurate records of staff payments and associated costs.

School Fees and Income

- Prepare and issue invoices for tuition fees, extracurricular activities, and other school charges.
- Monitor and follow up on outstanding fees, liaising professionally with parents/guardians.
- Record, reconcile, and report on all sources of income including grants, donations, and fundraising.

Compliance and Audit

- Along with the Finance Manager, ensure financial procedures comply with current legislation, the Charities Commission (if applicable), and independent school standards.
- Assist in preparing documentation for annual audits and liaise with external auditors.
- Maintain financial controls and ensure secure handling of financial information.

General Duties

- Support the Finance Manager with ad hoc financial tasks and projects as required.
- Provide financial advice and guidance to staff, ensuring compliance with internal processes.
- Uphold the highest standards of confidentiality and integrity in all aspects of financial management.
- Undertake relevant training and professional development to support the role.

Hours of work

This is a full year role, working Monday – Friday 9.00 a.m. – 5.00 p.m. (with a 30 minute unpaid lunch break)
Occasional staff meetings outside these hours, for which notice will be given.

Notice period - 1 month.

Person Specification

	Essential	Desirable
Qualifications		
AAT qualification (or working towards) or equivalent accounting qualification.	✓	
Experience of financial administration and accounting procedures.	✓	
Higher-level accounting qualification (e.g., ACCA, CIMA).		✓
Evidence of continuing professional development.		✓
Experience		
Experience in processing invoices, reconciliations, and producing financial reports.	✓	
Experience of working with budgets and monitoring expenditure	✓	
Sound understanding of accounting principles and financial regulations.	✓	
Proficiency in accounting software (e.g., Sage, QuickBooks, or sector-specific systems).	✓	
Previous experience in an educational, charity, or not-for-profit organisation.		✓
Experience of liaising with auditors and supporting audit processes.		✓
Experience of managing school fees or similar income systems.		✓
Evidence of contributing to process improvements in a finance environment.		✓
First-hand experience of working within a safeguarding/education environment		✓
Knowledge & Skills		
Advanced IT skills, especially MS Excel	✓	
Strong organisational and time-management skills.	✓	
Excellent numeracy and attention to detail.	✓	
Ability to analyse data and present financial information clearly.	✓	
Knowledge of independent school financial procedures and compliance requirements.		✓
Awareness of charity finance regulations (if applicable).		✓
Personal attributes and qualities		
High level of integrity and confidentiality.	✓	
Professional, reliable, and approachable manner.	✓	

Ability to work independently and as part of a team.	✓	
Flexible, proactive, and solution-focused approach.	✓	
Strong interpersonal and communication skills to liaise effectively with colleagues, parents, and external stakeholders.	✓	
Demonstrates commitment to the ethos and values of the school.		✓
Commitment to safeguarding and promoting the welfare of children and young people.	✓	
Willingness to undertake training and development relevant to the role.	✓	