



WESTONBIRT
SCHOOL

FINANCIAL ASSISTANT COMMERCIAL - CANDIDATE PACK -



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk



JOB DESCRIPTION

Overview

Based at Westonbirt School, and working with the Wishford commercial teams, the Accounts Assistant will work across all aspects of finance, including purchase, sales and general ledger.

Work will vary to support each area of activity throughout monthly and annual cycles, as well as providing support as needed to the Financial Controller and commercial department leads. The commercial activity for the group includes International Summer Schools, Discover Activity Camps, Weddings and Events, Leisure facilities and lettings.

Responsibilities / Tasks

Billing & Sales Ledger

- Responsible for all invoices and billing for commercial activity. Including data gathering and entry, reconciling, checking invoices
- Monitor and respond to enquiries
- Allocating cash receipts
- Run the credit control process as documented

Additional Duties

- Ensure revenue and costs are captured and allocated to the correct legal entity
- Support the monitoring of revenue and costs, and through analysis provide department leads with complete and accurate financial information
- Respond to enquiries from customers and agents
- Petty cash handling
- Processing Amazon and Credit Card ordering
- Supporting annually with data gathering for Audit
- Admin duties such as answering phones, distributing post, filing, archiving

Purchase Ledger

- Being available to support finance assistants across the wider group with the following as needed:
- Processing purchase orders and invoices
- Support the payment run process
- Data entry for new suppliers, and maintain the database with changes in payables key information

Person Specification

The successful candidate will have the following skills, experience and qualities:

- Experience of working in an accounts team
- Experience of working with a finance system
- Used online banking / payment system
- Accurate with an eye for detail
- Excellent written and verbal communication skills
- Ability to manage a busy workload with competing demands

APPLICATION PROCESS

Applicants should complete the school's application form and submit by email hr@wishford.co.uk

The application form may be accompanied by a covering letter of no more than one page.

Interviews will be held as applications are received.

REMUNERATION & TERMS

Role is full time and year-round.

The salary for this position is between £24,000 - £26,000 depending on experience.

Hybrid working is available. Free parking and lunch are provided on site.

Potential for means tested fee remission.

Westonbirt Schools are 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, reference and medical checks and the Disclosure and Barring Service.