



Wycombe Abbey

Buckinghamshire

Job Description – Apprentice Accounts Administrator

Aim:	To provide the Accounts Department with a proactive administrative function.
Reports to:	Finance Officer
Hours:	37.5 hours per week Monday to Friday with day release to attend college
Salary:	Minimum £6.75 per hour depending on age and experience
Holidays:	5 weeks per annum

Key Responsibilities:

- Enter daily bank transactions onto the accounting system
- Enter petty cash transactions onto the accounting system as required
- Assist the Fees Ledger Clerk with billing and the fees ledger as required
- File accounting paperwork
- Enter cafe transactions into the accounting system
- Preparation of monthly bank reconciliations
- Any other related administrative tasks to support the Accounts Department

Person Specification

Specialist knowledge and experience

- Minimum 2 A Levels/BTEC
- GCSE grade Mathematics and English
- Good knowledge of Microsoft Excel and Word
- Ability to maintain strict confidentiality.

Attention to detail

- Ability to enter data accurately and efficiently
- Good mathematical skills

Team working

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions.
- A “starter/finisher”, able to be proactive in seeking solutions to enable conclusion of tasks.

Customer focus

- Able to build rapport easily, putting the customer first and to work hard to meet their needs.

Communication

- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience.
- Ability to advise colleagues on the status of tasks, and due key information.
- Confident telephone manner

Organisation

- Ability to organise time effectively, prioritising workloads and meeting deadlines.

Flexibility

- Ability to successfully adapt to changing demands and conditions.

Resilience

- Ability to remain calm and self-controlled under pressure.

Special conditions

- The position includes the opportunity to study for a NVQ in Accounting and/or to study for the Association of Accounting Technician (AAT) Level 2 certification, with potential to study for Level 3 after successful completion of Level 2.
- The post is conditional on an enhanced DBS check.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.