



RADLEY

Accounts Assistant

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Culture and Background

Radley College was founded in 1847 and is set in a beautiful 800-acre estate with first class academic, boarding, sporting and co-curricular facilities. We are blessed to have fantastic facilities in a peaceful, rural location. However, most of all we are proud of our collective sense of purpose and community. We are immensely proud of the way we foster a friendly atmosphere. As such, relationships between all staff and between staff and boys are very strong.

The hallmark of Radley remains its warmth, generosity and kindness. It is an extraordinarily busy and vibrant place: the pupils are expected to be fully involved in a wide variety of activities outside the classroom - further information about the school may be found on our website www.radley.org.uk.



Information and background

The Finance Team is situated in Bursary which is at the heart of the College. The majority of the Finance department staff (who work part time) have worked at the College for many years and understand the current systems and procedures well. The department uses the Oasis accounts package, a specialised system for use in schools and colleges. It is used to process purchase, fees and nominal ledger transactions.

An opportunity has arisen for a dedicated Accounts Assistant to join our Finance Department, following the forthcoming retirement of a valued and long-serving colleague.

The successful candidate will be responsible for ensuring that all bank transactions are processed accurately and in a timely manner. This role requires close collaboration with other members of the Finance team, particularly where the nature of a transaction is unclear, to ensure the integrity and accuracy of financial records.

In addition, the Accounts Assistant will work alongside the Fees and Bursaries Accountant to ensure that all applicable charges are correctly applied to pupil fee accounts. This aspect of the role demands a high level of attention to detail and the ability to work effectively to tight termly deadlines.

The ideal candidate will bring experience in a similar financial role, demonstrate a strong grasp of financial procedures, and possess excellent organisational and communication skills. A methodical and dependable approach, combined with a commitment to maintaining the highest standards of accuracy and confidentiality, is essential.



We're looking for someone with a strong foundation in accounting or finance, who takes pride in their accuracy and attention to detail.

The ideal candidate will bring both technical skills and a positive, can-do attitude to the role.

Skills and Experience

- Confident in using accounting software and familiar with cash ledgers and reconciliations (prior knowledge would be a plus).
- Comfortable working with numbers and able to maintain a high level of accuracy in all tasks.
- Proficient in Office 365, especially Excel, with excellent keyboard skills and a sharp eye for detail.
- Able to manage tasks independently, but also happy to pitch in and support the team when needed.
- A clear and effective communicator who isn't afraid to ask questions or seek clarification when necessary.
- Previous experience in an accounts or finance-related role is essential.

Key Responsibilities

Cash processing

- To post cash receipt and payment entries to the accounting
- Download statements from third party sources and enter these accurately into the financial records.
- Update the Admissions spreadsheet for any admissions receipts.
- Accurately record all admissions income and deposits into the accounting records, working closely with the admissions team as needed.
- Process Admissions refunds as requested by the admissions team.
- Match bank statements against cash receipts and payments. Ensure filing is done each day in a timely manner.
- Work closely with the purchase ledger controller to advise of any bounced payments, and forward details of all relevant payments to allow allocation to purchase ledger invoices.
- Balance the bank reconciliation on a daily basis, to ensure all receipts and payments are complete. Investigate any outstanding items and ensure no items are more than six months old.

Fee charges

- Maintain an accurate filing system for any charges received and not yet processed onto the termly bills.
- Process boys charges onto the fees account on a termly basis
- Prepare ad hoc excel file charge sheets for importing into the financial system
- Record accurate descriptions on all charges using consistent narrative and accurate spelling
- Record charges onto the appropriate fee charge type, mindful of the accounting coding and VAT implications.
- Update charge sheets ahead of each termly billing cycle

Other transaction processing

- Process cellar charges on a termly basis and reconcile to stock records on an annual basis.
- Process repro charges on a monthly basis.
- Liaise with school masters going on trips and ensure foreign currency and payment cards are provided as requested.
- Process direct debits for sports centre and real tennis income.
- Other ad hoc duties as the business requires

Balance sheet controls

- Maintain up-to-date records of the following to ensure these agree to the nominal ledger on a monthly basis:
- International deposits held
- Home deposits held
- Trip (travel) accounts
- Caxton card balances

How to Apply

Applications must be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and therefore encourage early applications and reserve the right to appoint at any time.

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

Staff Benefits

- College sickness scheme.
- 25 days holiday per annum, plus bank holidays.
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the College's sports centre (£50pa) and other sporting facilities, including a nine-hole golf course (£35 pa).
- Employee Assistance Programme.
- Free meals in hall during term time.
- Free parking on site.

