



HORNSBY HOUSE SCHOOL

Headmaster : Mr J Gray

Accounts Administrator

The Bursar's office at Hornsby House School requires an Accounts Administrator. The right person will be a team player who is able to work with colleagues at all levels. This position offers great scope for career development. Reporting to the Bursar, the Accounts Administrator will be responsible for assisting with the accurate and timely production of financial information.

To be considered for this position, you must have proven accounts administration experience and good MS Office skills, particularly Excel and Word. In addition, the Accounts Administrator will have an eye for detail, need good numeric and literacy skills, be able to prioritise their workload and produce accurate work to deadlines. Experience of taking minutes to a high standard is desirable.

As an Accounts Administrator your responsibilities will include:

- Dealing with incoming post
- Ensuring all invoices are authorised prior to entering on the accounts system
- Organising and processing payment runs.
- Processing cheque requests.
- Reconciliation of school credit card statement
- Recording daily bank transactions and reconciliations.
- Administration and reconciliation of petty cash.
- Administration and monitoring of purchase order function.
- Preparation and posting of non-fee income summaries and making bank deposits.
- Archiving of files and maintenance of current year finance files.
- Dealing with ad hoc queries.
- Any other duties deemed appropriate by the Bursar.

If you are interested in this position please complete the application form which can be downloaded from the situations vacant page of the Hornsby House website. The role is for 37½ hours per week all year with 30 days holiday per year.

Closing date: Friday 12th March 2010