



STRATHALLAN  
SCHOOL

Opportunities for all to excel



# Accounts Assistant

Permanent, full-time position

Commencing in post as soon as possible

## Introduction

We are looking for a meticulous, efficient Accounts Assistant to join our Accounts/Finance department at Strathallan School from 12 July 2021 or as soon as possible thereafter. Working on a full-time basis i.e. 35 hours per week Monday to Friday 9.00am to 5.00pm with an hour's unpaid lunch break each day, the successful candidate will support the Accounts/Finance team with purchase ledger and payroll processing (as and when required). Previous payroll experience would be desirable but is not essential as training will be provided.

## The School



Strathallan School is a leading co-educational boarding and day school with an excellent reputation academically, in sports and the arts. There are 545 pupils of ages 8-18, divided between Strathallan Prep School, the three senior Girls' Houses and the four senior Boys' Houses. Approximately 60% of the pupils are boarders.

The School is situated in the beautiful Earn valley as a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is

the nearest town some ten minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

There are currently ninety-four members of the teaching staff and ninety-three support staff.

Non-teaching support staff are organised into the following departments: Administration, Finance, Domestic Services, Estates, Grounds, IT, External Relations, Catering and Medical. The Head of each Department (bar External Relations) is responsible to the Bursar for the efficient running of the Department and staff performance. External Relations are responsible to the Director of ER, who, like the Headmaster and Bursar, is a member of the School's Executive. The Headmaster, Bursar and Director of ER are accountable to the Board of Governors for all aspects of the running and management of the School.





## Accounts Assistant - Job Description

<b>Job Title:</b>	Accounts Assistant
<b>Reporting to:</b>	Finance Manager
<b>Responsible for:</b>	N/A
<b>In liaison with:</b>	Accounts colleagues, teachers and support staff, contractors and suppliers etc.

### Core Purpose

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the school.

The Accounts Assistant will work support the work of the Accounts department by processing purchase ledger entries and covering the monthly payroll run as and when required. This is a varied and demanding role which will require outstanding attention to detail and the highest levels of customer service

### Accounts Assistant responsibilities:

#### Purchase Ledger:

- Maintain Purchase Ledger with recording of invoices received from regular suppliers, distribution to Heads of Department, checking correct authorisation and paying of all invoices on a monthly basis via cheque and BACS payment for both Strathallan School & Freeland Services Ltd.

#### Payroll:

- Assist Payroll Clerk with input of all monthly paid salaried and hourly paid staff wages into Sage Payroll software. Assist with completion of PAYE, NI & Pension recording and monthly and annual returns.

#### Weekly BACS & Cheque Payments:

- Produce Weekly cheque payments to non-regular suppliers and for staff expenses

#### Cash Handling & Pay-In:

- Payment of staff expenses and cash claims on an ad-hoc basis as required by staff during office hours, including maintenance of Cash Book.

#### Pupil Extras Recording:

- Full recording of 'Extras' expenditure and completion of charge sheets to fully recover all expenses incurred by the school on behalf of pupils.

*This is not intended to be an exhaustive list as the successful applicant will be required to complete other tasks as required in a busy Accounts Office at the request of the Accounts Manager, the Finance Manager or Bursar.*

## Person Specification

Attributes	Essential /Desirable
<b>Qualifications</b>	
GCSE or Nat 5 Maths and English	<b>E</b>
A Level, SQA Higher or Advanced Higher in Maths and English	<b>D</b>
A relevant administrative or finance qualification	<b>D</b>
<b>Experience</b>	
Experience of purchase ledger processing.	<b>E</b>
Experience of payroll processing and/or payroll software such as Sage	<b>D</b>
Experience of cash book duties	<b>D</b>
Experience of working in a finance team and/or with minimum supervision	<b>D</b>
<b>Skills</b>	
The ability to work to tight deadlines and balance a varied workload	<b>E</b>
The ability to prioritise the workload	<b>E</b>
Sound ICT skills & an understanding of Microsoft Office particularly Word and Excel	<b>E</b>
Strong interpersonal and team working skills.	<b>E</b>
Well organised with a methodical and meticulous approach to work	<b>E</b>
<b>Personal characteristics</b>	
Strong customer service skills with a professional telephone manner	<b>E</b>
Reliable, accurate, trustworthy and punctual.	<b>E</b>
Methodical, well-organised and conscientious	<b>E</b>
Discreet and able to deal with confidential and/or sensitive information.	<b>E</b>
Flexible and adaptive approach to work.	<b>E</b>
Outgoing, enthusiastic and positive attitude.	<b>E</b>
A team player with the ability to go 'above and beyond' for colleagues	<b>E</b>
A commitment to professional development and growth	<b>E</b>
Supportive of the aims, ethos and policies and procedures of the School	<b>E</b>
Understand and maintain awareness of child safeguarding responsibilities	<b>E</b>
Neat, tidy and professional appearance	<b>E</b>

# Terms & Conditions

## Remuneration

The salary range for this position is £18,500 to £20,500 per annum, depending upon experience, qualifications and suitability.

## Hours of Work

The post-holder will, within reason, be expected to work such hours as may be necessary for the efficient carrying out of their duties and responsibilities.

The post-holder's normal hours of work will be 35 hours per week, Monday to Friday 9.00am to 5.00pm (with an hour unpaid lunch break each day).

## Holidays

30 days annual leave per year (which includes public holidays)

## Pension Scheme

The Strathallan Group Personal Pension Scheme after the completion of the probationary period or NEST under auto-enrolment.

## Sick Pay

Subject to a minimum of one year's service, the post-holder will be eligible for the School's occupational sick pay scheme.

## Other Benefits

During each School Term, the post-holder will, when on duty, be entitled to such meals as are available at the School for pupils free of charge.

## Other Info

Any offer of employment will be made subject to the receipt of two satisfactory professional references, suitable clearance through Disclosure Scotland's PVG scheme and proof of eligibility to live and work in the UK.

# APPLICATION PROCESS

To download an Employment Application form [click here](#).

Further details of the School are available on the School's Website  
[www.strathallan.co.uk](http://www.strathallan.co.uk)

***The deadline for Applications is 30 June 2021 at 12.00pm and should be returned to [hr@strathallan.co.uk](mailto:hr@strathallan.co.uk)***

***It is anticipated that interviews will be held week commencing 5 July 2021.***