



Brentwood School

Brentwood School Enterprises Bookkeeper

Department:	Finance
Hours:	8:30 am to 5.00 pm Monday to Friday throughout the year
Report to:	Finance Bursar/School Accountant/Brentwood School Enterprises Manager
Job Purpose:	To provide bookkeeping for Brentwood School Enterprises and ad hoc accounting support in the School Bursary Accounts Office
Key Responsibility/ Accountability	<p>Brentwood School Enterprises :-</p> <ul style="list-style-type: none"> • Maintenance of Sales Ledger, including raising invoices and credit control. • Maintenance of Purchase Ledger, including responsibility for the timely payment of suppliers • Preparation of VAT returns • Company payroll preparation, and ultimately processing • Reconciliation of daily and vending machine takings • Preparation of bank reconciliations • Processing of membership direct debits, including notifications to members • Management and reconciliation of cash, including petty cash • Assist with the preparation of monthly management accounts, annual accounts and budgets <p>Brentwood School :-</p> <ul style="list-style-type: none"> • Provide accounting support for the purchase ledger, fees ledger and payroll on an ad hoc basis <p>Other :-</p> <p>Any other tasks and ad hoc projects as required</p>

Person Specification	<ul style="list-style-type: none"> • Experience in all of the key accounting disciplines (Nominal Ledger, Purchase Ledger, Sales Ledger) is essential • Proficiency in using Excel is essential • Precision and confidence in dealing with figures; a minimum A.A.T. Level 3 or equivalent qualification is essential • Experience of Payroll processing would be an advantage, but training will be provided • The highest standard of integrity, trustworthiness and confidentiality is essential. • Ability to work in a team within a busy office environment, displaying strong customer care skills when dealing with customers, teachers, parents, and suppliers. • Good interpersonal skills with the ability to adapt to differing topics as and when required • Experience of using Schools' accounting software and TASbooks would be desirable although training will be provide
	<p>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</p>