

FINANCE ASSISTANT / FINANCE OFFICER

**Based in the Barnton area of Edinburgh, Cargilfield School is the oldest prep school in Scotland, with 300 pupils and 70 staff.**

**The School is now seeking to recruit an experienced Finance Assistant / Finance Officer to support the Bursar and the Senior Management Team. The role would suit an AAT or ACCA qualified / part qualified person, with study support available and part time hours also considered.**

**The role of the Finance Assistant / Finance Officer is to assist the Bursar with the day to day finance and HR activities.**

**RESPONSIBILITIES**

* Recording, posting and balancing of petty cash
* Processing and posting incoming purchase ledger invoices, staff expense claims and invoices from music teachers
* Authorising purchase ledger invoices, staff expense claims and invoices from music teachers in PASS and preparing weekly payment runs in line with supplier payment terms for authorisation by the Bursar
* Analysis and reconciliation of supplier statements
* Liaison with suppliers to resolve account queries
* Analysis and posting of daily banking transactions in PASS
* Completing monthly bank reconciliations
* Assisting the Bursar with the termly billing routine
* Liaising with parents in the event of billing or account queries
* Agreeing lettings of School facilities with parents and other third parties, preparing lettings invoices and ensuring payments are received in a timely manner
* Preparing and posting nominal ledger journals
* Preparing reports for departmental budget holders showing spend versus budget
* Assisting the Bursar with the production of termly management accounts
* Assisting the Bursar with the production of packs for termly Board and Committee meetings
* Assisting the Bursar with the annual audit
* Assisting the Bursar with the production of the annual budget and termly forecasts
* Assisting the Bursar with the monthly payroll and the recruitment and onboarding of staff
* Assisting the Bursar with ad hoc reporting of specific School activities such as overseas trips, Activity Week, etc.
* Any other reasonable request from the Bursar, Headmaster or School Secretary.

Hours of work: 8.30am to 16.30pm Monday to Friday (part time and flexible start / finish time also considered)

Salary: Dependent upon experience

Line Manager: Bursar

To apply please send a CV and covering letter in the first instance to bursar@cargilfield.com

Closing date for applications is 5pm on Wednesday 19th February. Interviews will take place at the School during w/c 24th February.