



FARLEIGH

Accounts Payable Clerk
Candidate Information Pack
Part time, Year round
Permanent
Starting - as early as possible



Head's Welcome

Welcome from Fr Simon Everson, Headmaster.

Thank you very much for your interest in the position of part time Accounts Payable Clerk at Farleigh School.

Farleigh has grown into a School of which we are very proud, with over 460 boys and girls, aged 3 to 13, boarding and day. We are a leading Catholic Prep School which welcomes all faiths, or none. Farleigh is a wonderful environment in which to work, combining excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

We are aspirational in seeking the very best for the young people in our care and pupils go on to a wide range of leading senior schools. We enjoy their company and prepare them for an exciting future, encouraging them to have a warmth, depth of knowledge and sense of purpose that will serve them well in the years to come.

We work with a team of skilled and dedicated staff, each member playing a key role in the running of the School and in creating a warm, friendly and welcoming atmosphere for pupils and parents. We are also extremely fortunate to have an incredibly loyal parent body who support and work with us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Accounts Payable Clerk. If you would like an informal discussion about the position, please call Nikki Lloyd, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic School which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The School is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the School and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Accounts Payable Clerk

Farleigh School seek to appoint a diligent, organised and motivated Accounts Payable Clerk, with strong administration skills and excellent attention to detail to join our Finance team. Reporting to the School Accountant, the individual will contribute to the smooth and efficient running of the Accounts office.

The successful candidate will comfortable communicating with staff, suppliers and parents in a professional and friendly manner. With an exciting project on the horizon introducing a new system (iFinance), the role could suit someone seeking to start a career in accounts or finance and would provide them with an opportunity to expand their skills and experience supporting this important project.

The ideal candidate will:

- Be confident in the use of technology to process invoices and communicate with a range of stakeholders both in person and via phone and email.
- Be highly motivated and have the ability to work effectively both independently and as part of a team.
- Be confident and enjoy working with numerical data and information.
- Demonstrate they have excellent attention to detail and the ability to manage conflicting priorities.

This is a year-round position, and we welcome applications from those who are interested in working between a minimum of 27.5 hours up to a maximum of 30 hours per week, Monday to Friday. Due to the implementation of new IT systems and potential increase in workload on the department, the role has the scope to increase to full-time.

Job Description: Accounts Payable Clerk

Responsible to: School Accountant

Purpose of the Job: To contribute to the smooth running of the Accounts Office to enable the reporting of accurate and timely information.

Particular Duties:

- To match invoices to purchase orders and ensure invoices are posted to the correct nominal accounts.
- Have overall responsibility for the purchase ledger.
- To circulate invoices to staff for authorisation.
- To maintain the purchase ledger in the School's computerised accounting system, prepare BACS payment runs twice a month and cheques where appropriate.
- To handle all queries relating to the purchase ledger, liaise with suppliers, reconcile supplier statements on a monthly basis and ensure that the school's payment policy is adhered to.
- To monitor budgets and liaise with budget holders as instructed by the School Accountant.
- Assist staff with purchase orders and online ordering using the School credit card.
- Reconcile the School credit card on a monthly basis and ensure costs are posted to the appropriate nominal accounts.
- Post petty cash payments and receipts, and prepare monthly reconciliations.
- Maintain Stationery cupboard stocks and place the main stationery order for the School in the Summer.
- Organising and booking coach transport for the school.
- To assist with other accounts and school office tasks at peak periods.
- Contribute to the wider school community.

The ideal candidate will demonstrate:

- Strong IT literacy with experience of Microsoft Office, particularly Excel
- Excellent attention to detail and ability to problem solve
- Flexibility and adaptability to changing and conflicting priorities
- The ability to work as part of a team, whilst maintaining ownership of the purchase ledger process.

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive part-time annual salary based on experience, skills and qualification at time of appointment with the potential to increase working hours
- Membership of our support staff pension scheme
- Membership of the support staff Life Assurance for 3 x annual salary
- Free school meals during working hours in term-time
- 28 days paid holiday entitlement plus bank holidays (holiday year runs Sept-Aug)
- Career development opportunities and support to obtain AAT qualifications (if desired and following successful probation period)
- Free car parking
- Supportive colleagues and a team environment
- A beautiful setting in which to work
- Access to staff social events throughout the year

To apply for this position, please complete the support staff application form and return to Nikki Lloyd, the HR Manager at hr@farleighschool.com as soon as possible. Applicants will be invited for interview on receipt of a shortlisted application form, early applications are encouraged.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.