

## **Accountant (Full time)**

### **About Horris Hill School**

Horris Hill School is one of the UK's leading boarding and day independent preparatory schools for approximately 120 pupils aged 4 to 13. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of the country's top senior schools. It is an exciting time of change and growth for the school. In September 2022 our beautiful all year-round Nursery opened, and we opened our doors to Girls in the Lower School. In September 2023, we will see our first cohort of Girls in the Upper School, as well as opening a Girls Boarding House.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages a number of schools across the world, supporting them to become outstanding centers of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

### **Facilities**

The School is set in 65 acres of beautiful Hampshire common land just south of Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for over 130 years and is a blend of older buildings from 1888 and also modern facilities, to include Sports Hall, Theatre and Music Centre and a newly opened Nursery.

### **Pastoral care**

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

### **Destination of leavers**

About 25 pupils leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne. With the cohort of girls joining us this September, we are beginning to form meaningful partnerships with Co-educational Schools.

## **Accountant**

<b>Job Title:</b>	Accountant
<b>Reports To:</b>	The Bursar
<b>Working Time:</b>	40 hours per week, Monday to Friday, all year round
<b>Benefits:</b>	30 days holiday per annum, lunch provided, Employee Assistance program.
<b>Salary:</b>	£35,000 - £38,000 Depending on qualification and experience

**Horris Hill are looking for an Accountant to join the lively support team on a full time, permanent basis. This is a hands-on role, therefore experience of a wide range of accounting functions, organisation and attention to detail are imperative. Qualifications in Accounting would be advantageous but experience and genuine interest in the Finance function is a must.**

### **Main Duties and Responsibilities:**

#### **Fee ledger**

- Maintaining schedule of all bursaries/discounts
- Updating structure and detail of charges for fees, extras and discounts in the billing package (ISAMS)
- Ensuring correct allocation of fees and discounts to individual pupils
- Ensuring new pupils have paid joining deposits and that new pupils have been properly established within the billing system
- Controlling and reconciling deposits on a monthly basis
- Overseeing the posting of all fees and extras, having collected information on extras from colleagues
- Producing, reconciling and controlling all termly and ad hoc invoices
- Dealing with parental queries and posting adjustments as required
- Posting and allocating receipts
- Reviewing Aged Debtors, maintaining the 'Fee Tracker' for fortnightly reporting to FE and following up on outstanding balances to ensure prompt collection of fees
- Reconciling control accounts (Trade Debtors) monthly

#### **Purchase ledger**

- Coding and posting of purchase invoices and credit notes
- Reconciliation of suppliers' statements and purchase ledger control account (Aged Creditors)
- Resolving supplier queries/reminders
- Processing weekly payment runs for approval by FE

#### **Cash**

- Posting cash receipts and payments
- Weekly reconciliation of all bank accounts
- Weekly input and reconciliation of school credit card accounts

- Inputting and payment of staff expenses
- Recording and monthly reconciliation of petty cash

#### **Nominal ledger**

- Posting, managing and controlling all nominal ledger accounts
- Preparing journal entries and all necessary adjustments
- Monthly reconciliation of nominal ledger accounts
- Preparing quarterly accruals and prepayment schedules

#### **Fixed Assets**

- Maintaining the fixed asset register to record all capital additions and disposals
- Calculating and posting depreciation each month
- Maintaining the 'Capex Tracker' to support regular claims for capital contributions from the Horris Hill Foundation.

#### **Reporting**

- Producing, in conjunction with the Bursar, quarterly management accounts and reports in accordance with Forfar Education (FE) templates and timetables
- Preparing accounts, reconciliations and schedules for annual audit

#### **Financial Management**

- Supporting the Bursar in preparing budgets and in the subsequent management of those budgets
- Providing expenditure reports to budget holders
- Ad hoc reporting for Bursar as required

#### **Procurement**

- Preparing analyses of expenditure to support procurement/value for money initiatives
- Supporting tender processes for services/supplies
- Ordering of supplies for academic and other departments as necessary
- Designing, implementing and managing processes to enable selected departments to undertake their own ordering

#### **General administration**

- Maintaining files (preferably soft copy only) for all activities above and archiving following annual audit

#### **Safeguarding**

Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.

## **Skills & Qualifications**

- Qualified to degree Level (Desirable)
- Qualified to A level standard, with grades A-C (Essential)
- Accounting qualification (Desirable)
- Experience of Purchase ledger, Sales ledger and Nominal ledger (Essential)
- Ability to adhere to deadlines (Essential)
- Ability to provide reports to SLT and Group Finance director (Essential)
- Ability to manage own workload (Essential)
- Experience of school finances (Desirable)
- Experience of Xero Accounting (Desirable)
- Experience of ISAMS of similar School Information Management System (Desirable)

## **Person Specification**

- A positive, can do attitude
- Possess strong verbal and writing communication skills
- Ability to work as part of a busy team
- Must be dependable and flexible
- To be inquisitive and proactive
- A willingness to learn and absorb information
- A high attention to detail
- Polite, courteous and friendly to all members of the team, parents and children
- To be reliable and trustworthy
- To be able to maintain strict confidentiality
- To be able to use initiative, show flexibility and be adaptable

## **Appointments**

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

## **Recruitment Process**

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies). Please submit applications to [m.borzoni@horrishill.com](mailto:m.borzoni@horrishill.com)

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

#### **Further Information**

If you require any further information please don't hesitate to contact Mrs Millie Borzoni, HR & Compliance Officer on 01635 40594 or email [m.borzoni@horrishill.com](mailto:m.borzoni@horrishill.com)