



CHELtenham  
COLLEGE

## Accounts Officer

### The Role

Reporting to the Finance Manager and working closely with the Accounts Supervisor and wider College Finance Team, this role plays a crucial part in the timely processing of internal financial processes and controls.

### The College

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure. College (13–18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 750 pupils, including a Sixth Form of 310 pupils.

The Prep School is situated on the same campus as Cheltenham College in a beautiful setting with its own sports fields, lake and stunning views of Leckhampton Hill. Originally situated on the main College campus, it moved to its current site in 1908. The Prep is fully co-educational, day and boarding, and takes pupils from 3 to 13, with the majority preparing for Scholarships and Common Entrance for the College. There are currently 420 pupils in the Prep.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

### Job Description

The postholder will be responsible for:

- Direct correspondence with Cheltenham Borough Council and administration of amendments and returns
- Review and processing of College's utility bills and accounts
- Accounting for residential trip income and expenditure
- Recording donations relating to College's charitable partnerships
- Processing of internal recharges including printing, catering and IT
- Assistance with purchase ledger invoice processing
- Adhoc Accounts Office duties as required

### Person Specification



- Team player with a co-operative, friendly and flexible attitude is essential
- Smart presentation
- Strong interpersonal skills for communicating with teaching staff, support staff, parents, contractors, professional consultants, and departmental personnel
- Excellent telephone manner
- Confident and self-motivated with the ability to work unsupervised in a busy environment
- Keen attention to detail
- Excellent keyboard and IT skills, including, Office 365, Word, Excel, desirable, Email and Internet
- Experience of the following (or equivalent): iSAMs and PASS would be an advantage but is not essential
- Excellent, proven customer service skills

## Terms and Conditions

- Salary: Grade C to D – circa £24,000 - £27,000 per annum dependent upon experience.
- Hours of work: 37.5 hours per week from 9am to 5.30pm Monday-Friday with an hour for lunch.
- School lunch available during term time
- Use of College sport facilities (at staff allocated times)
- Pension scheme (subject to satisfactory completion of probation)

**November 2022**