

St Joseph's Specialist Trust
Cranleigh, Surrey

Accounts Assistant
Salary range £12,799 - £14,067
including 25 days holiday plus statutory holidays paid
Additional recruitment bonus £1,000*



We are looking for an **Accounts Assistant** to join our small, friendly and busy finance department. This is a part-time role working 20 hours per week during term time and school holidays. The successful candidate would work on a 5 day a week basis for 4 hours a day, so may be perfect for someone looking to work around school hours.

You must be enthusiastic and unflappable with excellent numeracy skills, attention to detail and with the confidence and initiative to make phone calls to suppliers and customers as well as the ability to communicate clearly face to face with employees of all levels within the Trust. Finance and cash handling experience is desirable.

We are a registered charitable trust comprising a special school, college and children's home for students age 5-19 with severe and complex social communication and learning disabilities, many with autism. We also run an adult supported living home. Students and staff visit the finance office so compassion and empathy for the needs of students, and professionalism when communicating with staff is important.

Reporting to our Accountant, you will take responsibility for purchase ledger including:

- Running the full purchase ledger function, from posting invoices through to making payments, posting payments and reconciling afterwards
- Processing a large volume of invoices, dealing with queries from suppliers, manual calculations, statement reconciliations, weekly payment runs and other adhoc finance responsibilities as and when required
- Support ordering clerk & process orders as facilitated through the Ordering procedure and assisting with value for money and budget checks
- Ensuring administration associated with purchasing is up to date

If you are recruited, you will be required to complete Team Teach positive behaviour support training and Safeguarding training as part of your induction at start. Physical and mental resilience are essential qualities for all our employees.

Why St Joseph's?

- We have a beautiful 23-acre site in Cranleigh, on the edge of the Surrey Hills, one mile from the town
- Life Insurance and Medical Cash Plan
- Delicious free hot lunches are provided to all during term time, cooked by our in-house catering team
- *£1,000 Retention bonus - £250 after 1 month, £250 after 1 year, £500 after 18 months at Trust
- Access ample free on-site car parking
- Have consistent 1:1 line manager support and annual performance related pay progression
- Be provided with an Employee Assistance Programme (confidential, professional wellbeing and counselling 24/7 service for yourself and your family)
- Gain Mental Health and Wellbeing support through a team of on-site qualified Adult Mental Health First Aiders
- Get a discount on exercise classes at Surrey Fitness Camps throughout Surrey and GoFest Active Studio in Cranleigh.
- Access a full induction programme and ongoing CPD including relevant courses

Your own transport is desirable due to the rural location of the Trust, however we are very close to the town centre and a 20 minute walk from bus stops providing buses from Horsham and Guildford. By joining St Joseph's you become a key worker.

We welcome CVs and telephone enquiries on initial contact – please do feel free to call for more information (01483 272449).

Only applications made on the St Joseph's Specialist Trust application form will be considered for shortlisting for interview. If we are interested in your CV we will invite you to complete an application form.

We reserve the right to interview particularly suitable candidates as received which may result in the role being filled and closed before the end of the advertising period at **9am on Tuesday June 18th. Early response is therefore encouraged.**

How to apply

For an application pack (including form, job profile and person specification), please visit us at www.st-josephscranleigh.surrey.sch.uk/recruitment, call our recruitment team on 01483 272 449 or email us at recruitment@st-josephscranleigh.surrey.sch.uk. Candidates may visit the Trust and/or chat informally with the team prior to application.

***** Please note that we do not sponsor recruits to relocate from abroad for this role. *****

*St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people.
This position requires an enhanced DBS disclosure and take up of references*