



RADLEY

Accounts Assistant

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Culture and Background

Radley College was founded in 1847 and is set in a beautiful 800-acre estate with first class academic, boarding, sporting and co-curricular facilities. We are blessed to have fantastic facilities in a peaceful, rural location. However, most of all we are proud of our collective sense of purpose and community. We are immensely proud of the way we foster a friendly atmosphere. As such, relationships between all staff and between staff and boys are very strong.

The hallmark of Radley remains its warmth, generosity and kindness. It is an extraordinarily busy and vibrant place: the pupils are expected to be fully involved in a wide variety of activities outside the classroom - further information about the school may be found on our website www.radley.org.uk.



Information and background

The Finance Team is situated in Bursary which is at the heart of the College. The majority of the Finance department staff (who work part time) have worked at the College for many years and understand the current systems and procedures well. The department uses the Oasis accounts package, a specialised system for use in schools and colleges. It is used to process purchase, fees and nominal ledger transactions.

The Assistant Accountant supports the Finance Manager and accounts team in delivering an efficient and effective finance function for Radley College, with a particular focus on subsidiary company accounts. The role involves maintaining financial records, managing ledgers, preparing intercompany transactions, and carrying out reconciliations, while also supporting financial reporting, VAT returns, audits, and statutory accounts. In addition, the postholder is responsible for debt collection activities, fixed asset management, and processing a range of financial transactions such as invoicing, interest, and departmental recharges. The role requires regular liaison with internal departments and external stakeholders to resolve queries, ensure accurate financial operations, and contribute to continuous improvement within the finance team.

We are seeking a motivated and detail-oriented individual with relevant accounting experience and a recognised or part-qualified professional qualification (ACA, ACCA, CIMA, or AAT). The ideal candidate will demonstrate strong analytical and organisational skills, with the ability to manage workloads effectively and maintain accuracy in financial processes. Excellent communication and interpersonal skills are essential, alongside the confidence to liaise with colleagues and stakeholders and resolve queries professionally. The successful candidate will be proactive, enthusiastic, and committed to continuous improvement, with strong IT skills (particularly in Excel) and the ability to identify opportunities to enhance processes. A collaborative approach, sound judgement, and the ability to prioritise competing demands will be key to success in this role.



Staff Benefits

- College sickness scheme.
- 25 days holiday per annum, plus bank holidays.
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the College's sports centre (£50pa) and other sporting facilities, including a nine-hole golf course (£35 pa).
- Employee Assistance Programme.
- Free meals in hall during term time.
- Free parking on site.

How to Apply

Applications must be submitted via the link on the College's website. We reserve the right to interview candidates as applications are received and therefore encourage early applications and reserve the right to appoint at any time.

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

