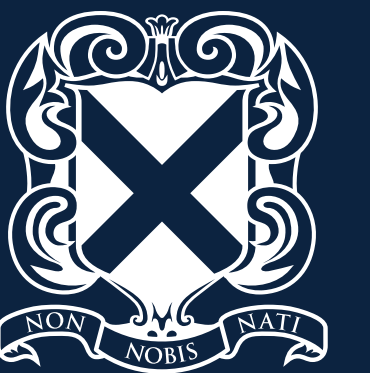

FOR JANUARY/FEBRUARY 2026

SENIOR ACCOUNTS ASSISTANT

FIXED TERM CONTRACT



Applications should be submitted no later than noon on
9 January 2026 through the MyNewTerm application portal.



ST ALBANS
SCHOOL



A WELCOME FROM THE HEADMASTER

I am delighted that you are considering applying to join the staff at St Albans School.

Founded in 948 AD, St Albans School is one of the oldest schools in the country, with a rich heritage of academic excellence and innovation. While proud of our long history, we are a forward-looking school that prepares young people to thrive in a rapidly changing world.

Our pupils are intellectually curious, enthusiastic, and ambitious and we aim to foster in them not only academic success but also a lifelong love of learning. At the heart of our approach is the belief that passionate, knowledgeable teaching inspires pupils to explore subjects in depth, think independently, and achieve their best.

Beyond the classroom, life at St Albans School is vibrant and full of opportunity. We offer a wide-ranging and inclusive co-curricular programme, with activities spanning music, sport, drama, debating, CCF, outdoor education, academic societies, and much more. This breadth is central to the all-round education we provide, helping pupils develop confidence, resilience, and a strong sense of community.

Our pastoral care is a cornerstone of school life. We want every pupil to feel known, supported and encouraged to be themselves. We work hard to create a positive, inclusive environment where young people feel safe to take risks, learn from setbacks, and grow into thoughtful, compassionate individuals.

We also recognise that great schools depend on great staff. We are committed to supporting the professional growth and wellbeing of our colleagues. Whether through our robust programme of professional development, opportunities for career progression, or our supportive and collegial atmosphere, we aim to ensure that our staff feel valued and thrive as part of the St Albans School community.

If you are excited by the idea of joining a school that combines high academic standards with a deep commitment to developing the whole person, then I warmly encourage you to apply.

We look forward to welcoming you to St Albans School.

Joe Silvester
Headmaster



CULTURE OF THE SCHOOL

St Albans School is a community rooted in over a thousand years of tradition, yet forward-looking in its ambition. Located in the heart of a historic city, we are very much of the community we serve, not apart from it. Guided by our motto, Non Nobis Nati - “Born Not For Ourselves” - and our School Values, we encourage pupils to look beyond themselves and contribute positively to the wider world.

Pupils and staff experience a welcoming, friendly and cohesive atmosphere where newcomers quickly feel part of the community; we not only welcome diversity but actively embrace it.

Classrooms are safe and supportive spaces that foster curiosity, risk-taking and intellectual challenge. Pedagogy is rooted in research, with the School among the first nationally to be awarded the coveted Chartered College of Teaching Research Mark Plus status. Teachers are responsive to the needs of each individual and nurture both academic potential and personal growth, equipping pupils with the skills and confidence they need for life beyond the school.

Pastoral care is a defining strength of the School. All staff are trained in safeguarding and contribute to pupil wellbeing. Our pastoral care builds confidence and resilience, supported by tutors, Heads of Section, Sixth Form prefects and a large safeguarding team. Additional provision is made by our School Nurses, Mental Health Support Mentors, and Counsellor, ensuring that every pupil is well known, supported and encouraged to thrive.

The School offers a distinctive co-curricular breadth, with 200+ clubs and activities, including a wide sporting programme, vibrant performing arts, and leadership and service

opportunities through CCF and DofE. These experiences enable pupils to develop essential skills such as teamwork, leadership, creativity, resilience and empathy.

We are proud of our strong commitment to the community. Pupils engage in meaningful partnerships with local schools and care settings, and support charitable causes through fundraising and service projects, helping them to understand their responsibilities within both local and global contexts.

Looking ahead, we are excited to welcome our first cohort of girls into Year 7 in September 2026, ensuring that inclusion and community remain at the heart of all that we do.





THE ROLE

Reporting to the Accounts Manager, the Senior Accounts Assistant is responsible for the smooth and timely running of the purchase ledger, sales ledger, credit card functions, reconciliation of trip income and expenditure and some banking processes in St Albans School, Abbey Gateway Enterprises and Woollam Playing Field Trust, whilst providing an efficient service as part of the School Accounts Team. The Senior Accounts Assistant, in the absence of the Accounts Manager, will ensure all operational accounting functions run smoothly and efficiently.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Process payment of purchase ledger invoices and staff expenses bi-weekly by BACS, ensuring accuracy in invoice postings, budget codes and authorisation levels. In addition, create ad-hoc payments for urgent invoices when required.
- Management of the sales ledger including issuing monthly and ad-hoc invoices, credit control and issuing refunds.
- Process and record all transactions on the pre-loaded Equals debit cards including managing the balances and arranging top up payments by bank transfer, and regular reconciliation to the online account.
- Oversee the processing of all Barclaycard transactions including checking accurate reconciliation of monthly statements and obtaining appropriate authorisation.
- Manage the School Amazon account, placing centralised orders and reconciling the payments and receipts.
- Conduct monthly reconciliation of Woollam Trust and Abbey Gateway bank accounts.
- Submit online bank payments and intercompany transfers when required using Barclays.Net.
- Manage direct debit and standing order mandates in Barclays iPortal and allocate corresponding transactions in the purchase ledger.
- Maintain a detailed record of residential trip payments and liaise with trip organisers over all aspects of trip finances, including reconciling payments in the bank account, arranging cash, cards and currency, organising refunds and ensuring timely payment to tour operators.
- Process quarterly digital VAT return for Woollam Trust.
- Process journals in nominal ledger when required.
- Assist the Financial Controller with year-end processes including invoice pre-payments and accruals, reconciliation of suspense and contra accounts, and year-end transfers.
- Assist with end of year archiving processes and maintain up to date storage records.
- In the absence of the Accounts Manager, ensure all day-to-day operational accounting functions run smoothly and efficiently, including supporting other members of the Accounts Team.
- Assisting staff with general accounts queries.
- Supporting the Accounts Manager as and when required with other departmental processes.
- Any other appropriate finance duties as may be required by the Accounts Manager.

KEY PERFORMANCE INDICATORS

- Level of accuracy in data entry and efficiency of accounting procedures.
- Timely processing of purchase and sales ledger invoices, bank reconciliations and VAT submission.
- Successful control of the credit card functions and timely reconciliations.
- Good level of customer satisfaction (both staff internally and creditors externally).
- Smooth running of the Accounts Department in the absence of the Accounts Manager.





KNOWLEDGE/SKILLS/ABILITIES

- Strong previous experience in an accounting/finance department.
- Proven previous experience with banking processes and sales and purchase ledger.
- Ability to oversee and support the Account Department in the absence of the Accounts Manager
- Confident in making department wide decisions in the absence of the Accounts Manager.
- Excellent administration skills and attention to detail.
- Highly organised with ability to multi task.
- Ability to work to deadlines and prioritise a varied workload.
- Advanced data entry skills with an ability to identify and address numerical errors and discrepancies.
- Knowledge and experience of computerised accounting databases/systems.
- Strong IT skills (Microsoft Office: Word, Excel and Email).
- Team player and flexible approach.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



STAFF BENEFITS

We believe that our staff are our greatest asset. We are proud to offer a generous and thoughtfully designed package of benefits to support your professional growth, wellbeing, and work-life balance.

Pension: A contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 11%.

Life Assurance: Four times annual salary.

Free On-Site Parking: Parking is provided at no cost to staff, with availability in the evenings and weekends too.

Complimentary Lunches: A free daily hot lunch is provided during term time for staff working over the lunch period, including vegetarian options, bistro-style dishes, homemade soups and a fresh salad bar.

Professional Development: Staff benefit from extensive professional development opportunities.

Health Care: Staff have access to Benenden Health Care who support employee physical, mental and financial health needs including 24/7 counselling and support helpline; 24/7 access to a GP; and discounted Health Assessments.

Cycle to Work Scheme: Through Cyclescheme, staff can purchase a bike or e-bike through salary sacrifice, saving up to 42%, depending on your tax band.

Salary Extras: All staff have access to Salary Extras, our online benefits platform, offering:

- Discounts on shopping, restaurants and leisure
- Health and wellbeing programmes
- An Employee Assistance Programme
- Financial advice and guidance

- Spread-the-cost schemes for technology and motor maintenance

Staff Accident Insurance: Claim money back for certain injuries or accidents occurring in and out of the workplace.

Counselling Support: Our on-site School Counsellor is available to staff (when not fully booked by pupils) for confidential mental health and emotional wellbeing support.

Annual Flu Vaccination: For staff not eligible for the NHS flu vaccination programme, the School offers free flu vaccinations every Autumn term.

Sports and Leisure Facilities: Enjoy full access to our excellent facilities, including:

- The fitness suite before/after school and on weekends
- The swimming pool (twice weekly and on weekends during term time; extended access in holidays)
- The Sports Hall, available for private use

Library Access: Staff can use our well-stocked School Library, offering a wide selection of fiction, non-fiction, academic resources, and online materials.



EQUITY, DIVERSITY AND INCLUSIVITY

St Albans School is committed to promoting equity, diversity and inclusion through the creation of an environment in which individuals have the opportunity to thrive and be valued for what makes them unique. We are committed to work to eradicate discrimination and prejudice, reduce barriers to learning and promote participation for all, responding to and embracing the diversity of our pupils, parents, staff, governors and volunteers.

The School recognises the benefits of having a diverse and representative school community who value one another and the contributions everyone is able to make. We celebrate difference and we provide opportunities to share perspectives and support one another.

All members of the community are responsible for supporting an inclusive environment and there is a designated EDI lead as well as a Governance Committee. Regular training on EDI is provided for staff to ensure they fully understand, and can facilitate and support, the School's ethos and aims for EDI.

We are members of the Schools Inclusion Alliance and strive to uphold the stated standards. The School is committed to the principle of inclusion and opposes any and all discrimination, including that defined in the 2010 Equality Act based upon age, sex, marriage and civil partnership, gender reassignment, race (including colour, nationality, cultural, ethnic or national origins), SEN and disability, sexual orientation, religion or belief, pregnancy and maternity status. The School will take all reasonable steps within its power to ensure that members of the school community are treated fairly and have the opportunity to participate in achieving their full potential, with additional support provided where appropriate.

Our pupils are taught across the curriculum and co-curriculum to respect themselves and others in a tolerant, understanding and multi-cultural community. The academic curriculum is regularly reviewed to ensure it is reflective of the cultures and backgrounds of our pupils. We have a programme of diversity events and a range of societies and forums to provide support, share experiences and enable pupil voice. Through the development of skills and values, embodied in our motto 'Non Nobis Nati' (Born not for Ourselves), we empower young people to live lives which will contribute positively to the benefit of wider society.



FURTHER INFORMATION

This vacancy is for a part-time Senior Accounts Assistant.

We are seeking to appoint a Senior Accounts Assistant to cover a period of maternity leave. Reporting to the Accounts Manager, the Senior Accounts Assistant is responsible for the smooth and efficient running of the purchase ledger, sales ledger, credit card functions, reconciliation of trip income and expenditure and some banking processes of the School. In the absence of the Accounts Manager, they ensure all operational accounting functions run smoothly and effectively.

The ideal candidate will have strong previous experience in an accounting/finance department with working knowledge of banking, sales and purchase ledger processes. An AAT or bookkeeping qualification is advantageous. Applicants should have the confidence and ability to oversee and support the department in the absence of the Accounts Manager. Excellent administration skills and attention to detail is essential, along with the ability to multitask, work to deadlines and prioritise a varied workload.

Hours are part time, 27.5 per week, to be worked over 4 or 5 days.

St Albans School is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. St Albans School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic.

Applications should be submitted no later than noon on 9 January 2025 through the MyNewTerm application portal available here:

www.st-albans.herts.sch.uk/information/vacancies/

The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

