

# CARMEL COLLEGE



## Position Description

**Title:** Accounts Assistant

**Reports to:** Business Manager

**Main Purpose:** To provide support as an Accounts Assistant

Job Description for Carmel College Accounts Assistant	
Position:	Accounts Assistant
Responsible to:	Business Manager
Hours per week:	25 hours - 9.30 a.m. to 3.30 p.m.
Weeks per year:	Term time only (39-40 weeks)

Key Tasks/Responsibilities	Expected Outcomes
To uphold and promote the Special Character of the school	<ul style="list-style-type: none"> <li>Dealings with staff, students and their parents reflect Catholic and Mercy values - all staff, pupils and wider community are dealt with in a polite and caring manner</li> </ul>
To manage the payment of all creditors in conjunction with the Business Manager and Assistant Business Manager	<ul style="list-style-type: none"> <li>Creditor payments are processed in a timely manner</li> <li>All invoices, reimbursements, credit card expenses and one off payments are entered on to the school financial software package - Xero</li> <li>All invoices are paid by their due date</li> <li>All reimbursements are paid within 7 days (5 working days)</li> </ul>
To support the Business Manager and Assistant Business Manager	<ul style="list-style-type: none"> <li>Bank receipts and payments reconciliation are processed on to the school financial software package                             <ul style="list-style-type: none"> <li>Regular automatic payments and direct debits</li> <li>Fund receipts, e.g. International student</li> <li>Online shop paystation and poli receipts</li> </ul> </li> </ul>
Office administration	<ul style="list-style-type: none"> <li>General administration duties as required</li> </ul>