

CARMEL COLLEGE



Position Description

Title: Accounts Assistant

Reports to: Principal and Business Manager

Main Purpose: To provide support as an Accounts Assistant

Job Description for Carmel College Accounts Assistant	
Position:	Accounts Assistant
Responsible to:	Principal and Business Manager
Hours per week:	30 hours - 9.00 a.m. to 3.30 p.m. (half hour unpaid break time) Monday to Friday
Weeks per year:	Term time only (38-40 weeks)
Hourly rate:	TBA

Key Tasks/Responsibilities	Expected Outcomes
To uphold and promote the Special Character of the school	<ul style="list-style-type: none"> 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. Confidentiality is a key component in this role.
To manage the payment of all creditors in conjunction with the Business Manager and Assistant Business Manager	<ul style="list-style-type: none"> Creditor payments are processed in a timely manner All invoices, reimbursements, credit card expenses and one-off payments are entered on to the school financial software package - Xero All invoices are paid by their due date All reimbursements are paid within 7 days (5 working days)
To support the Business Manager and Assistant Business Manager	<ul style="list-style-type: none"> Bank receipts and payments reconciliation are processed on to the school financial software package <ul style="list-style-type: none"> Regular automatic payments and direct debits Fund receipts, e.g. International student Online shop (Monitor Online, paystation and poli receipts) Management of student lockers (issued and returns) Additional tasks/responsibilities may be negotiated as and when they arise