THE Leys

Role Profile

Role Title:	Accounts Payable Specialist
Location:	The Leys School
Responsible to:	Finance Director

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose of the role

- Lead and manage the Accounts Payable function, ensuring supplier invoices are processed accurately, approved in accordance with the School's financial regulations, and paid in a timely manner.
- Maintain robust financial controls, support effective cash flow and budget management, and provide a high-quality service to suppliers and internal stakeholders.
- To work as part of a team within the Bursary and to assist and cover for colleagues as required for the smooth running of the department.

Main duties and responsibilities

- **Invoice Processing & Payments:** Manage the end-to-end purchase ledger process by accurately coding, matching, and processing supplier invoices and payment runs in a timely manner
- **Supplier Statement Reconciliations:** Perform regular reconciliations of key supplier accounts and control accounts, resolving queries, discrepancies, or outstanding statements promptly
- **General Ledger & Control Accounts:** Maintain the integrity of the nominal/general ledger by performing routine control account reconciliations, take any action to correct or sort out any queries that arise from the reconciliations.
- **Cash & Banking Administration:** Accurately record, reconcile, and bank incoming BACS payments, cash, and cheques (excluding tuition fee ledger) following strict internal financial procedure
- **Petty Cash:** Process any transactions to do with the schools' petty cash and make any necessary arrangements to ensure that the petty cash money is maintained at a level needed to cover school needs.
- **Bursary:** Support students with reimbursement of expenses and providing cash for weekend expenses.
- **Procurement & Ordering:** Support departments with purchasing goods from suppliers we do not hold a credit account
- **Month-End & Year-End Audit Prep:** Collate and prepare accurate accounting schedules and financial data to assist with monthly management accounts, statutory year-end accounts, and external audit preparation.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the school.

- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Finance Bursar, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Education & Training	• Minimum GCSE Grade C / 4 in Maths & English	• Has AAT or working towards a relevant qualification • Certification or evidence of training in finance systems	• Production of the applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	• Purchase Ledger management • Ability to speak confidently on the phone • Experience of working in an accounts department • Experience of working with external auditors • Bank reconciliations. • General ledger account reconciliations • Working with financial software systems	• Working within a school environment or with a Board of Governors or similar body	• Contents of the application form • Interview • Professional references
Skills & Knowledge	• Financially literate • Strong IT skills. • Excel user • Excellent communication skills. • Methodical approach to problem solving. • To work well in a team and work collaboratively with all departments	• Charity Law • Safeguarding • Experienced excel user	• Contents of the application form • Interview • Professional references
Personal Attributes	• Accuracy & attention to detail • Confidentiality • Excellent time management & prioritisation skills • Ability to work under pressure and to deadlines • Trustworthy with a high degree of integrity • Ability to build supportive working relationships with colleagues, in and out of school • Leadership skills • Resilience, stamina, and patience • Diplomacy • Shares the values, ethos, aims and aspirations of the Foundation	• Proactive in making suggestions for improvement and change • Attention to detail and 'finishing' • Willingness to play a wider role in the life of the Foundation; help out in a crisis • Self-reflective	• Contents of the application form • Interview • Professional references