



Accounts Assistant Information Pack





The School

Monkton is not just a school; it's a community where every role plays a vital part in shaping the experience of those who live, learn, and work here. As a thriving boarding and day school in a stunning valley just outside Bath, we take pride in fostering a welcoming environment where people feel valued, supported, and part of something bigger.

We are always looking for ways to create a culture where both pupils and staff can reach their full potential. Whether you are starting out in your career, looking for the next challenge, or bringing years of experience to a new role, Monkton provides a supportive and inspiring place where you can thrive and grow. While our Christian ethos underpins our values of kindness, respect, and care, we welcome people from all backgrounds who share our commitment to excellence and community.



A single board of Governors oversees the Monkton group of schools, which is made up of Monkton Prep, Monkton Senior and All Hallows Schools and is a registered charity, incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley, two and a half miles south of the historic city of Bath. Nearby is Monkton Prep with a separate Head but part of the same foundation. In 2022 All Hallows Prep school joined the Monkton group. All Hallows is in Shepton Mallet, 20 miles from Monkton Combe.

The schools have a strong boarding tradition; however, day pupils comprise one half of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs.



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

Fundamental Task

The role is predominantly responsible for the day to day purchase ledger tasks, but will also at times assist with a number of areas including raising journals, billing, budgeting and credit control. This role is responsible to the Finance Manager.

Roles and responsibilities

Purchase Ledger

- Process purchase invoices - matching to purchase orders and attaching correct documentation
- Produce monthly budget reports
- Administer fortnightly payment run
- Process staff expense claims, ensuring these have the correct sign off
- Process credit card transactions, ensuring these have the correct sign off
- Reconcile supplier statements and liaise with suppliers
- Investigate purchase ledger queries

Other

- Bank reconciliations
- Establish good working relationships with parents/carers, colleagues and contractors
- Provide efficient finance and administration assistance
- Monitor the Finance inbox, ensuring all emails are assigned to a team member
- Assist in maintaining and updating information held on school databases, in particular those relating to finance including recording expenditure and income and accessing and producing reports for budget holders
- Assist in ledger reconciliations
- Assist in the preparation of financial statistics & management information
- Ensure the safe receipt, handling and banking of monies & cheques received
- Assist with the raising of appropriate journals where necessary
- Liaise with suppliers, contractors, other schools and organisations, budget holders & attend to queries as required whilst maintaining the highest level of professionalism and confidentiality

Previous finance administration experience would be an advantage, however full training will be provided to the right candidate.



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	Studied to a minimum standard of GCSE [Grade A*–C] or equivalent, in English and Mathematics.	✓	
	AAT Level 2 & 3		✓

		Essential	Desirable
Experience	Experience of working in a busy office environment.	✓	
	Previous finance/accounting and administration experience [at least one year].		✓

		Essential	Desirable
Knowledge & Understanding	Equal Opportunities, Health and Safety, SEND and Child Protection	✓	
	An understanding of basic Accounting principles and proficiency with computers and software	✓	

		Essential	Desirable
Skills	Efficient and meticulous in organisation	✓	
	Attention to detail, with an ability to spot numerical errors	✓	



	Initiative and ability to prioritise one's own work	✓	
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		Essential	Desirable
Personal Attributes	Flexibility in working hours will be required to meet the demands of the role	✓	
	Ability to work well within a team setting	✓	
	Able to follow direction and work in collaboration with line manager	✓	
	Awareness of the responsibilities of working in an environment with young people.	✓	
	Full sympathy with the Christian ethos of the School and be able to consider the Christian perspective in counselling situations, while being sensitive to those with different or uncertain beliefs.	✓	

Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We



appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.