



Accounts Assistant

37 hours per week
Term-time plus one additional week
(40 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning alongside the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 which enhances our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The Role

This is a rarely available opportunity to join our team to help ensure the smooth running of the Finance Department.

The Accounts Assistant will be a talented, professional individual, capable of managing a diverse list of tasks as well as assuming a hands-on role in this collegiate team, whose aim is the ongoing enhancement of the College finance systems and processes in order to support the teachers and students.

Please note that candidates must be available from 8.30/9.00am to 4.00pm/4.30pm to ensure there is cover at both the start and end of the College day (exact working pattern can be discussed).

We are looking for an exceptional candidate for this key supportive role within the department. No two days are the same, and as a result, flexibility in managing your workload and tasks will be key. We expect high performance from all our staff and are looking for enthusiastic candidates who are passionate about art to join our friendly team. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: ASAP

Hours: 37 hours per week, term-time only (40 weeks per year). The additional week will be worked in the summer break.

Salary: Actual salary: £22,276 per annum, inclusive of fringe allowance, 37 hours per week, 40 weeks per year
FTE £25,285 inclusive of fringe allowance per annum

The Department

The Finance Department are based in an open-plan office consisting of the Finance Manager, a Finance Assistant and a Payroll Administrator. The team and work environment are positive, and for this reason staff tend to stay with us for a long time. The Director of Finance & Estates has been at the College for five academic years. Strong team work is essential and appropriate regular meetings are held between team members at which tasks are delegated as appropriate.

The College uses Sage for Education and adopted the ESFA Chart of Accounts for reporting purposes. Management accounts, budgeting and statutory accounts are currently produced using Excel, but it is the intention to use reporting tool functionality in Sage for Education to accomplish these tasks in the future. Payroll will shortly be outsourced to Cintra and cleaning and catering are also outsourced. The MIS system used for funding claims is REMS from Civica.



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
 - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
 - Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
 - Regular whole-College communication including weekly staff briefings
 - Regular departmental meetings to ensure support and share departmental best practice
 - Excellent student behaviour and productive working relationships with the Student Union
 - Excellent links with local schools, businesses and universities
 - Welcoming, friendly and approachable community, a harmonious working atmosphere

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a new Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch)
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/ Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Closing date: 9am, Thursday 30 November 2023

Interviews: to be held on Friday 8 and/or Monday 11 December 2023

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Role-related task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2023
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



Job Description

Post Title: Accounts Assistant

Responsible: Finance Manager

Job Purpose: To assist in the smooth operation of the Finance Department

Job Responsibilities:

1. Purchase Ordering
 - Daily processing for College purchase orders
 - Ensure purchase orders submitted and authorised in line with College policy
 - Accurate record keeping
2. Customer Invoices
 - Monthly processing of Lettings & Ad-hoc customer invoices
3. Bank Transactions
 - Weekly/Monthly processing of bank transactions
 - Reconcile weekly/monthly transactions on Wisepay, PDQ, Cloverflex and Stripe
 - Monthly Bank reconciliations
 - Monthly petty cash reconciliations (safe) including charity collections
4. Trips Administration
 - Assess college trips for financial viability
 - Assist departments in trips admin e.g. sourcing and booking coaches and tickets
 - Enter trips/books as required on Wisepay Admin account
 - Liaise with trip leader as required on Wisepay transaction information
5. Gift Aid
 - Maintain annual record of contributions received
 - Process thank you letters for contributions
 - Annual Gift Aid reclaim from HMRC
6. Lockers Administration
 - Maintain locker spreadsheet
 - Allocate lockers to students as required
7. Staff schemes Administration
 - Cycle to work
 - Specsavers
8. VAT return
 - Maintain and submit quarterly S126 Vat returns
9. Sales Ledger & Credit Card Transactions
 - Post sales ledger invoices & credit card transactions as required
10. Other tasks:
 - Support the members of the Finance Department as and when required
11. To undertake any other particular duties, which may include general administrative duties, as reasonably assigned to you by the Finance Manager and/or Director of Finance from time to time.

12. To act at all times in accordance with the College's Equality & Diversity policy.
13. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
14. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
15. To take part in the training programmes provided by the College and agree to the process of professional reviews.
16. To undertake any other particular duties, which may be reasonably assigned to you by the Principal from time to time.

Person Specification

ESSENTIAL:

- A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.
- Well-developed numerical, administrative and IT skills, including good keyboard/typing skills and knowledge of Microsoft Office, Excel, Word and use of the internet.
- Good inter-personal and organisational skills, together with a willingness to be flexible and adaptable (occasional overtime, additional days may be required on an ad hoc basis)
- Commitment, enthusiasm, and ability to work both as a member of the team and on your own initiative.
- An awareness of the need for personal development and training.
- The ability to stay positive and meet deadlines, even when working under pressure.

Qualifications and professional memberships

- Educated to GCSE level or equivalent, with a minimum C grade in Maths and English

Experience

- Experience of working in a finance function

Ability, Skills and Competence

- Ability to prioritise, use own initiative, take and implement decisions to achieve agreed objectives
- Ability to absorb detail and learn new skills, working quickly and accurately
- Ability to create, input and analyse data using Microsoft Excel
- Highly developed interpersonal skills and the ability to gain credibility quickly at all levels
- Excellent time management skills
- Excellent written and verbal communication skills
- Evidence of well-developed ICT skills

DESIRABLE:

Experience

- AAT Qualified or studying towards accountancy qualification
- Experience of working in an education finance environment
- Sage Accounts experience