



George Heriot's School

Founded 1628

Job Description

Job Title: Finance Assistant – Accounts Payable
Responsible to: Finance Manager via the Assistant Finance Manager
Hours of Work: Full-time, Permanent - 37 hours per week, Monday to Friday

Summary

The Finance Assistant – Accounts Payable role sits within the George Heriot's Finance Office, supporting the financial operations of the School and Trust.

As part of the Finance Team, the postholder plays a key role in ensuring the accurate processing, monitoring, and reporting of expenditure. The role contributes to the effective maintenance of the financial records which underpin the management accounts and supports robust financial controls across the organisation.

Key Duties and Responsibilities

Reporting to the Assistant Finance Manager, the main duties of the Finance Assistant – Accounts Payable include, but are not limited to:

- Set up and maintain supplier records on the WCBS PASS accounting system
- Log and code supplier invoices on to the accounting system
- Issue invoices to budget holders for authorisation
- Carry out fortnightly supplier BACS payment runs.
- Reconcile credit card accounts
- Reconcile bank accounts
- Complete monthly supplier reconciliations and report on aged creditors
- Respond to enquiries from suppliers and colleagues across departments
- Process petty cash payments and reconcile the petty cash account
- Review and process staff expense claims
- Prepare and post general journals
- Reconcile trips and other nominal ledger codes as required
- Prepare and circulate budget expenditure reports to departments
- Liaise with budget holders regarding spending and account balances

- Provide support to the Finance Manager as required
- Undertake ad hoc duties as required

Skills and Attributes Required

- Proven experience in a similar role within a professional environment
- Experience providing customer service, with the ability to manage difficult or sensitive conversations, both in person and by telephone
- Excellent interpersonal and communications skills, both written and verbal
- Ability to work independently and as part of a small team within a busy environment
- Professional, friendly, and flexible approach to work
- Proficient in Microsoft Word and Excel
- Proven ability to meet targets and deadlines
- Proactive approach with a commitment to continuous improvement
- Experience participating in small to medium, finance-based projects is desirable

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number
SC011463*