

Accounts Assistant

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St Andrews, Scotland KY16 9QJ Registered Charity SC016693

Accounts Assistant

Responsible to: Head of Finance

Responsible for: N/A

Salary: Grade 2.1 - £24,703 per annum.

Contract Type: Full time, temporary position. Till June 2026.

Hours of Work: Monday to Friday 8.30am - 5.00pm, 37.5 hours per week.

The post-holder is expected to uphold and actively promote the ethos of St Leonards School. The post-holder is responsible to the Head of Finance. Working in the Accounts Office, the post-holder will complete a range of finance duties and assistance, essential for the efficient daily operation of St Leonards School. The Accounts Assistant will work closely with the School Accountant to meet specific priorities and deadlines in relation to treasury and fees billing.



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Diploma points score in 2021 was 35, with over 80% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

St Leonards has been at the forefront of education in Scotland and beyond since its foundation in 1877. Throughout its life, the School has demonstrated a progressive spirit from its inception as a pioneering school for girls to the vibrant fully co-educational boarding and day school that it is today.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with close to 600 pupils from Year 1 to Year 13 and is the only IB continuum school in Scotland. With over 35 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the ethos and approach to learning of the IB permeates all areas of school life, within and beyond the classroom.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Prior to the award of 'Independent School of the Year', St Leonards was named the Sunday Times' top-performing Sixth Form for IB/A-Level results in Scotland for three consecutive years: 2016, 2017 and 2018. The average IB

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme has been established; the record school roll continues to grow; academic achievement is strong; public recognition of the School is incredibly positive; the highest standards of pastoral care are provided by well-trained, committed and specialist staff who address the individual needs of pupils, and outstanding teachers are attracted to work in and become part of the inclusive culture and diverse St Leonards community.

One hour from Edinburgh International Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and the St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK, is yet another opportunity.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards,

we aspire to attract and retain the best staff, who embody the IB attributes and strive to deliver a holistic education that

effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life.



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Accounts Assistant

The main areas of responsibility are:

- Termly school fee and recharge invoices, under direction from the School Accountant;
- Updating and maintaining the fees ledgers to ensure accuracy;
- Reconciliation of the fee ledger, including debit and credit balances;
- Recording, processing and reconciliation of pupil registration fees and deposits;
- Dealing with incoming calls and emails regarding fees and associated issues;
- Analysing invoices relating to amounts to be recharged to pupils;
- Escalate any fee-related issues to the School Accountant, as appropriate;
- Processing purchase invoices, including coding and posting to the purchase ledger;
- Updating and maintaining the purchase ledger supplier accounts to ensure accuracy;
- Monthly reconciliation of purchase ledger to creditors control account;
- Reconciling supplier statements to balances on purchase ledger;
- Dealing with incoming calls and emails regarding purchase invoices and associated issues;
- Escalate any purchase ledger account issues to the Accounts Payable Clerk or Head of Finance, as appropriate;
- Carrying out procedures in accordance with accounts office instructions handbook;
- Maintaining the Accounts Engage system for paying out and receiving routine expenditure;
- Maintaining the School Business Visa account and the school vehicle fuel card account;

- Providing general support and guidance to assist and to cover for other Accounts Office Staff;
- Providing timely notification to the Head of Finance on any problem or contentious matters in area of responsibility;
- Commitment to continuing professional development and seeking appropriate training opportunities;
- Assisting with the requirements of visitors to the Accounts Office.

This is not intended to be an exhaustive list of duties, and it is expected that the post-holder will participate in other reasonable activities according to the needs of the School and for better fulfilment of the role.



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Experience Essential

- Experience of working within an Accounts or Finance team.
- Proficient user of IT, especially Microsoft Office / Excel and Google Suite.

Desirable

- Experience of working within an Accounts or Finance team with a charitable organisation or with a provider of education.
- HNC or HND in Accounting.

Skills

Essential

- Excellent numeracy and problem solving skills.
- Excellent written and verbal communication skills.
- Strong interpersonal and negotiation skills.
- Excellent customer service skills.
- Sound time management and organisational skills.
- General commercial awareness.

Desirable

- Proven training skills and ability to share knowledge.
- Up-to-date with the latest accountancy trends and best practice.

Interpersonal Skills

Essential

- Self-motivated with a methodical approach.
- Ability to work independently and as part of a team.
- Ability to communicate with people from all different backgrounds.
- Tactful and discreet with the ability to handle sensitive and confidential information.

- Ability to work calmly under pressure and keep to deadlines.
- Sensitive to the needs of others and supportive when required.
- Flexible and adaptable.
- Professional manner and appearance.

Desirable

- Empathy with the aims and ethos of the Independent Schools' sector.



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St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via email to recruitment@stleonards-fife.org and should include the completed Application Form, which can be downloaded from the school website via the link below.

Employment opportunities at St Leonards can be found at:

<https://www.stleonards-fife.org/news-information/employment>

Closing date and time for applications is 5pm on Friday 19th September 2025. Interview to take place week commencing 21st September 2025.

Any questions may be directed to **recruitment@stleonards-fife.org** in the first instance.

All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



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