



The
Yehudi
Menuhin
School

ACCOUNTANT AND ADMINISTRATIVE ASSISTANT



Candidate Information Pack

Purpose of the role:

The Accountant and Administrative Assistant will support a busy Bursary department, primarily the Assistant Bursar (Finance). They will be responsible for providing timely, accurate accounts processing and recording services across the purchase ledger and fees ledger for the School and its subsidiaries, utilising the School's finance and pupil databases and Microsoft Office. The holder is generally the first point of contact on all queries or matters relating to payments and receipts and has a rather higher profile than one might find in a larger finance function, where the role may be split between data inputting and data management.



Key points about the role:

Contract type:

Full time, fixed-term contract

Holidays:

25 days annual leave plus bank holidays that do not fall in term time

Probationary Period:

Three months

Reporting to:

Assistant Bursar (Finance)

Hours:

9-5:30pm, 5 days per week

Salary:

£21-25,000 per annum depending on experience

Pension:

Contributory stakeholder pension scheme (13.5% employer contribution)

Other perks:

Free on-site parking
On-site swimming pool
Free lunchtime concerts

The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 thanks to the vision and determination of an extraordinary musician and world citizen, the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils and allowing the development of a 'Celebrity Series', attracting musicians of international renown. In 2016, new Music Studios were opened, providing state-of-the-art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts 86 boys and girls from 22 nationalities.

Working here

The School is set in gorgeous grounds and we offer a friendly working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the School.

We place a high value on the on-going professional development of all our staff as well as the full induction and training of all new staff.

We are committed to the wellbeing of all students and staff, and provide a 'no-smoking' environment.

Job Description

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Reports to

Assistant Bursar (Finance)

Key areas of work

- Promoting and safeguarding the welfare of children and young people for whom we are responsible and with whom you come into contact
- Provision of a full accounting service for YMS China Limited and the Friends of YMS

Cash flow management

- maintain bank balances across YMS China and Friends' accounts, and savings deposits to maximise interest income.
- In conjunction with the Assistant Bursar (Finance), rotation of payroll duties including preparation, execution, review, reporting, posting to accounts and all relevant payments

Sales Ledger management

- preparation of termly pupil fees, maintaining the Bursary and MDS spreadsheet, and assisting the Bursar in submission of data to Department for Education
- Post fee receipts into the Fee Bank Account to fee billing accounts on the finance system.
- Operate debt management procedure in consultation with the Bursar and Head
- Reconcile the billing ledger following the fee due date and at each month end and produce aged debtor reports for review by the Bursar.
- Administration of fee recharges for staff and pupils

Purchase Ledger management

- Ensure that the suppliers' database is kept up to date (approximately 1000 suppliers accounts though this number is likely to vary as use of the purchase ledger changes).
- Reconcile the purchase ledger at the end of each month and annually, and produce reports for review by the Management Accountant.
- Process invoices (including, most importantly, obtaining approval from appropriate budget holder), delivery notes, statements, and the resulting payments. The latter is dealt with principally by BACS runs.
- Maintain up-to-date invoice records and filing systems.
- Process BIB, overseas and cheque payments, which may be dealt with through the nominal ledger cashbook rather than the purchase ledger.
- Follow up individual cases where payment arrangements are incomplete/incorrect relating mainly to suppliers but also to staff and parents.

- Respond to in-person, email, telephone and written queries from suppliers and parents/fee payers.
- Ensure that banking transactions are dealt with daily.
- Reconcile the bank accounts on a weekly basis, and at each month end.
- Manage the collation of company credit card statements with receipts from cardholders, and post costs on the nominal ledger.
- Manage petty cash requests, small expense claims and petty cash record-keeping including weekly and monthly reconciliations.
- Prepare and distribute the budget reports to budget holders, working with them to ensure correct coding and budget management
- As part of the Finance team, cooperate with other team members and provide cover/assistance as required.
- Deal with any adjustments and internal charges via the preparation and posting of NL journals.
- Record other ad hoc payments and receipts, and arrange banking of any cash received.
- Administer a variety of activities related to photocopier and meter readings, charity collections etc.

Administrative support

- support other bursary functions (Compliance, Estates, HR, Marketing) with admin support.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to organically evolve and change over time.

Person Specification

Assistant Accountant is a key role within The Yehudi Menuhin School with significant responsibilities. It is a busy and varied role. The post-holder should meet the following criteria:

- Excellent attention to detail and eye for accuracy
- Proactive and extremely organised
- Constantly looking for ways to deepen own knowledge and add value
- Ability to work independently and manage time and tasks efficiently with limited supervision
- Professional and discreet at all times
- Ability to communicate effectively by in person, by phone and in writing, whether by email or letter
- Ability to work to set time frames and meet deadlines
- Flexible and able to adapt to changing deadlines when necessary
- Curious and constantly challenging processes to maximise efficiency



How to apply

If you would like to apply for this role, please contact Lucy Flower at recruitment@menuhinschool.co.uk to discuss the role and request an application form.

Your application form should be completed in full and returned along with a covering letter to Lucy Flower as soon as possible.


The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



 @menuhinschool

 @yehudimenuhinschool

 The Yehudi Menuhin School

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