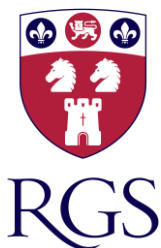


**TRAINEE
ACCOUNTANT
JOB
INFORMATION**



RGS



TRAINEE ACCOUNTANT

The Royal Grammar School, Newcastle Upon Tyne

To start as soon as possible

THE POSITION

We have a unique and exciting opportunity for a suitably qualified and bright individual to work with us in this newly created role within our Finance Department. The Trainee Accountant will work closely with the Finance Officer and the wider Finance Team to deliver on key projects, financial reporting and account management.

This role would ideally suit a recent graduate and would be a fantastic opportunity for the right candidate to gain an insight and working knowledge into the financial systems used within an educational setting whilst also studying for a professional accountancy qualification.

THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,330 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

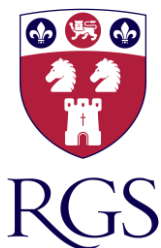
The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.



Job description: Trainee Accountant

Deadline: 12pm 14th June 2021

Contact: Aimee Findlay (Finance Officer) a.findlay@rgs.newcastle.sch.uk



THE PEOPLE

The Finance Department at RGS consists of a Finance Officer, Senior Finance Assistant and a further Finance Assistant, who all have specific functions within the team. The team reports directly to the Director of Finance and Operations (DFO) and communicates regularly with a wide spectrum of colleagues and departments across the school. The team also handles finance queries from RGS parents and liaises with external companies and service providers on a frequent basis.

PRINCIPLE DUTIES

The following list is not exhaustive but is a guideline as to the main requirements of the role.

Payroll

- Work with the Finance Officer to run in-house payroll for 250+ staff.
- Produce monthly reports to HMRC for PAYE & National Insurance Contributions (NI)
- Produce monthly reports for Teacher's Pension Scheme (TPS) and manage the upload process.
- Produce monthly reports for the Support Staff Pension scheme and manage upload process.

Cash Flow

- Work with the Finance Officer to monitor and forecast cash flow and advise the DFO on position.

Management Accounts – School

- Take responsibility for ensuring the Trial Balance is accurate and reconciled including the posting of prepayments and accruals.
- Support the Finance Officer to produce monthly cost and debtor analysis and termly management account packs.
- Monthly accruals and prepayments on timely basis.
- Provide ad hoc reporting for Finance and General Purposes Committee (part of Governing Body)

Management Accounts – Educational Trust (ET)

- Take sole responsibility for running the monthly reconciliation of Educational Trust accounts.
- Reconciliation of cash, nominal ledger, sales ledger and purchase ledger.
- Liaise with Head of Development and Communications regarding the monthly reporting.

Bursary

- Support the assessment procedure for new bursary parents in line with current standards.
- Support the annual re-assessment of current bursary students.

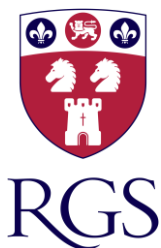
Parent Pay

- Support the Senior Finance Assistant with day-to-day management of the collection of money for school trips and other school activities.

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WAP

- Administer the web Authorisation System and help staff with queries regarding use of the system (including advising on holiday bookings, requisitions and expense claims).

Accounts

- Support the finance team with the collection of school fees.
- Help with purchase & sales ledger month end.

VAT

- Work with the Finance Assistant and Senior Finance Assistant to ensure that VAT is correct.
- Work with Finance Officer to submit quarterly returns.

Other

- Undertake other specified and reasonable tasks as may be required from time to time to assist with the smooth running of the school.

QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Essential

- A University Degree in any discipline.
- A-Levels to a good standard.
- Maths and English GCSE to grade C/ Level 4.
- Excellent computer literacy including essential understanding of Microsoft Office 365 programmes including Word, Excel, Outlook, PowerPoint and Teams.
- Excellent time management skills and ability to prioritise workload with minimum supervision.
- Ability to meet agreed deadlines and producing work for key dates, reports and meetings in a timely manner.
- Accuracy and attention to detail when handling data and managing accounts.

Desirable

- Degree in Accounting
- Excel (Advance user level)

Personal Attributes

- Plans workload and tasks in a systematic way.
- Sets own priorities in conjunction with team and area objectives.
- Works well as part of a busy and ambitious team, keeps members up to date with progress and works flexibly according to demands of the team.
- Practical and logical; able to solve problems quickly.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- An understanding of the need for sensitivity and confidentiality in dealing with personal data.
- An understanding of the need to adhere to policies and procedures, some of which are legal requirements.
- A commitment to the independent sector in education.
- An understanding of the wider issues and responsibilities associated with working among young people in an educational environment.

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ADDITIONAL INFORMATION

Study Time Allowance

To support the ongoing study of the successful candidate, the school will fund 3 days study leave prior to sitting the first exam of an appropriate accountancy qualification. Further details to be discussed at interview.



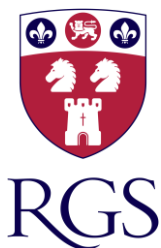
MAIN TERMS AND CONDITIONS

- This is a full-time permanent role.
- The post will report to the Finance Officer.
- The salary for this role is competitive.
- RGS staff salaries are reviewed on 1st August each year.
- Working hours will be 37.5 hours per week, 8.30am – 4.30pm, Monday to Friday all year round, with a 30-minute unpaid lunch break.
- Holidays - This role is not limited to term time only and the school offers a generous annual leave entitlement of 31 days plus Bank Holidays for staff who work all year round. Staff are required to save 5 days of annual leave for when the school is closed over the Christmas period.
- There is no collective agreement in place affecting this employment.
- Lunch is provided in school during term time.
- For non-teaching staff we offer a support staff pension scheme with Aviva and on receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred.
- Membership to scheme through Aviva which pays out 5x your annual salary in the event of death in service.
- The Trainee Accountant will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child protection and Health and safety, a copy of which will be made available.
- As with all RGS employees, the Trainee Accountant will be encouraged to become involved in the wider life of the RGS community.

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- It is the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- There is a staff car park on site with limited spaces available.

HOW TO APPLY

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to jobs@rgs.newcastle.sch.uk by **12pm on 14th June 2021**.

Interviews for this role are likely to be held week commencing 28th June 2021.

Please read the Information for Applicants with particular care before applying. Note that the RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted application provides a continuous record of education and employment from age 16;
- provision of two satisfactory references, at least one of which must be from the applicant's current or most recent employer;
- completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination;
- evidence or other verification of your qualifications;
- verification of your identity.
- a satisfactory Enhanced DBS check with barred list check.

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing behaviours and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this, please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

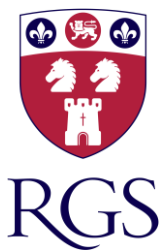
Safer recruitment

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. You must declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the

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candidate be shortlisted. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

If you have any queries please do not hesitate to email the Finance Officer, Aimee Findlay at a.findlay@rgs.newcastle.sch.uk.



CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

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