



The International School Aberdeen is an independent day school, specialising in offering an internationally recognised co-educational pre-kindergarten through secondary school education for students of all nationalities. International School Aberdeen is a business name of The International School of Aberdeen Educational Trust Limited; registered in Scotland with Company No. SC071126; Registered Office at Johnstone House, 52-54 Rose Street, Aberdeen AB10 1HA, Scotland; Charity Registered in Scotland with Charity No. SC007756

Job Title: Accounts Assistant (part time)

Reports to: Assistant Finance Manager

Start Date: To be arranged

Salary/Benefits: £28,665 FTE - pro-rata for part time hours

Hours of Work: Part-Time (days and hours to be agreed - up to 25 hours)

Experience: Previous experience in a similar accounts assistant role. Ability to work as part of a team and have a flexible approach to work. knowledge of Google suite and Excel skills. Excellent attention to detail and communication skills. Knowledge of Xero Accounting Software (desirable but not essential)

Other requirements: The right to work in the UK.
Employment is dependent on a successful [PVG](#) check.

ISA is looking for an accounts assistant to join the business office team.

General Introduction

All ISA employees are expected to work toward the school's vision of providing "excellence in education and exceptional care for every child." They should work in a professional and collegiate way to support the school's guiding statements and exemplify its values.

Position Overview

To assist in the overall business office / accounting functions of the school. The main tasks being to accurately administer purchases and employee expenses and to administer the student payment system and ad hoc sales invoice for external hire income.

Breakdown of Responsibilities

The accounts assistant is expected to work toward fulfilling the spirit of their role. The items below are not a comprehensive checklist of all possible actions they may take to achieve this, serving as guidance only.

Purchase Ledger and expense processing

- Administer and assist staff with the schools purchase order processing system.
- Accurately match, record and process supplier payments.
- Following up on outstanding, orders, deliveries and invoices – updating relevant staff on issues

- Administer and assist staff with the schools online expenses system, ensuring payments are made and timeously and accurately recorded.

Administer the student payment system and catering accounts

- Administering the student online accounts for lunch and other ad hoc payments.
- Assisting with catering reconciliations arranging any external billing and co-ordinating banking as required.

Sales Ledger

- Prepare and record invoices for ancillary income and external hires.
- Assist in the preparation and recording of school fee invoices

Additional Duties

To support the Assistant Finance Manager in running an effective business office by complying with reasonable requests to complete tasks not listed above. They develop their knowledge, techniques and skills through training and reflective practice. They adhere to all health and safety and other policy requirements.

A Disclosure Scotland PVG Membership application will be undertaken on behalf of the successful applicant; cost to be met by the employer.

Candidates should send a CV and cover letter to: Kathleen Scott (kscott@isa.aberdeen.sch.uk)