

Part-time Accounts Assistant

Further particulars

Fairfield Residential Home is an independent charity providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a bright and airy purpose-built facility, completed in 2018. This provides 38 ensuite bedrooms, some of which are suitable for couples, with good quality communal facilities including a large lounge, a dining room, a fully equipped activities suite, a social hub with IT facilities and a wellness and beauty room. In addition, there is a separate 2-bedroom cottage currently providing assisted living for one resident. The home is set in an attractively landscaped garden with an orchard.

Fairfield is a company limited by guarantee (company number 5639165) and a registered charity (charity number 1114653). It is governed by a Board of Trustees and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018. It currently employs around 40 staff.

At Fairfield our vision is of an exceptionally happy home where residents enjoy a fulfilling later life.

To achieve this, our mission is to provide outstanding individually tailored support in a home filled with kindness and compassion.

Fairfield is particularly noted for the love and affection its staff have for its residents and maintaining and enhancing this ethos is a key consideration when recruiting new team members. We also understand the value of our staff in making Fairfield the special home that it is and aim to enable everyone in the team to benefit from developing their skills and progressing in their careers to realise their individual ambitions.

Employee benefits for Fairfield staff include:

- competitive rates of pay;
- Standard Life auto-enrolment pension scheme;
- free meals while on shift;
- free parking while on shift subject to availability;
- free training with in-house support and mentoring;
- free uniforms (or £150 annual clothing allowance for Social Wellbeing and Maintenance);
- free access to an employee assistance programme with a range of services including shopping discounts, financial and legal advice, counselling and a health and wellbeing smartphone app;
- a joining bonus of £250 payable on successful completion of your probationary period.

We are currently seeking a part-time Accounts Assistant to join the administration team.

Application Process

To apply, please email your completed [application form](#) to recruitment@fairfieldhome.co.uk

The closing date for applications is 12 noon, 22nd April 2024, but early application is advised as we reserve the right to close applications and appoint before this date for the right candidate.

All candidates must have the right to live and work in the UK and will be required to provide evidence of this in line with government guidance <https://www.gov.uk/prove-right-to-work>.

Agencies: Please note, Fairfield does not accept unsolicited CV's from any agencies. We only accept CV's from agencies that have been appointed and briefed on the position currently advertised.

JOB DESCRIPTION

JOB TITLE	Accounts Assistant
REPORTING TO	CEO/Bursar
DIRECT REPORTS	None
HOURS	22.5 hours (hybrid working considered)
SALARY RANGE	£15,600 to £19,200 dependent on skills and experience (full time equivalent £26,000 to £32,000)
JOB PURPOSE	To carry out all routine accounting tasks and run monthly payroll as directed by the CEO/Bursar in a manner in keeping with the caring ethos of the home

Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post. It is not intended to be an exhaustive list of tasks, procedures and policies. It is the job holder's responsibility to ensure that they are familiar with all procedures and policies relevant to the job.

Overview of Main Responsibilities (What the job involves)

Purchase Ledger	<ul style="list-style-type: none"> ➤ Receive and log all purchase orders and purchase invoices ➤ Match purchase invoices to purchase orders and distribute to budget holders for authorisation ➤ Post all purchase invoices to supplier accounts on Quickbooks Online Advanced (QBO) once authorised. ➤ Produce weekly payment run
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	<ul style="list-style-type: none"> ➤ Deal with routine purchase ledger correspondence and queries and keep the CEO/Bursar informed of any unresolved matters ➤ Prepare credit applications as necessary and set up new suppliers on QBO in line with agreed conventions
<p>Sales Ledger and Fairfield Shop</p>	<ul style="list-style-type: none"> ➤ Confirm monthly fees spreadsheet is correct and has been authorised by the Registered Manager/Deputy Manager and prepare file for import of fees invoices onto QBO at the start of each month. ➤ Invoice rent and assisted living costs for Rose Cottage for the preceding month, along with other charges to the resident of the cottage ➤ Invoice for respite care at the start of the stay for each resident as indicated by Registered Manager/Deputy Manager and in line with the fees spreadsheet. ➤ Email fees invoices to residents or their representatives as indicated on the fees sheet. ➤ Check supplier invoices, credit card transactions and Fairfield Shop transactions for POBR (Purchases on Behalf of Residents) have been posted onto QBO for the previous month and raise invoices to residents on QBO. ➤ Email POBR invoices to residents / representatives. ➤ Post invoices and credits for residents' deposits as required ➤ Invoice for miscellaneous items (guest meals etc) as necessary ➤ Ensure that Social Wellbeing Team maintain records for Fairfield tuckshop and post transactions onto QBO at the end of each month ➤ Support the Administrator with debt collection and resolution of sales queries as necessary
<p>Bank, Cash and Credit Card</p>	<ul style="list-style-type: none"> ➤ Upload bank transactions to QBO from bank file each week. ➤ Allocate purchase payments to purchase invoices before entering transactions for the next payment run ➤ Allocate sales receipts to sales invoices, making sure that receipts via standing order at the start of each month are posted before sending out monthly invoices ➤ Allocate all other bank transactions each week ➤ Check that bank balance is reconciled before closing each month. ➤ Ensure that petty cash is counted and checked at the end of each month ➤ Check that all petty cash transactions have been properly authorised and that there are supporting receipts

	<ul style="list-style-type: none"> ➤ Check that the cash counted matches the balance on the petty cash sheet and follow up on any discrepancies ➤ Post petty cash to QBO via purchase invoice ➤ Match credit card forms to statements, ensure all transactions have supporting invoices and have been properly authorised and follow up on any discrepancies ➤ Post credit card transactions to QBO via purchase invoice upload
Payroll	<ul style="list-style-type: none"> ➤ Assist CEO/Bursar with preparation of monthly payroll (approx. 40 employees) using Sage Payroll. This may include: ➤ Maintaining payroll for tax codes, starters and leavers and other changes ➤ Obtaining Budget Holder approval of rotas and changes to standard hours ➤ Calculating monthly pay from weekly rotas ➤ Processing monthly payroll on Sage and running reports for approval by the CEO/Bursar ➤ Carrying out monthly RTI submission to HMRC ➤ Producing monthly payroll journal for posting to nominal ledger using employee department codes for authorisation by CEO/Bursar ➤ Preparing monthly payroll journal file for upload onto QBO
Month-end and Year-end	<ul style="list-style-type: none"> ➤ Reconcile balance sheet accounts in line with month-end checklist ➤ Alert the CEO/Bursar to any unresolved discrepancies and agree actions to clear. ➤ Complete the checklist and email to CEO/Bursar for sign-off and to enable production of month-end accounts. ➤ Assist in production of files for auditors after financial year-end
Other	<ul style="list-style-type: none"> ➤ Ensure that all materials relating to Fairfield's financial and payroll records are correctly filed ➤ Respect the confidentiality of all matters that you may learn in the course of your employment and to respect and maintain a working knowledge of GDPR. ➤ Comply with all legislation and professional requirements in relation to your role

The Accounts Assistant will undertake such other duties as the CEO/Bursar will from time to time determine, in line with the general scope of the role.

Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
Performance Focus	➤ Makes sure tasks and responsibilities are fulfilled in a timely, cost effective manner	E
	➤ Highly efficient and organised with a good eye for detail and strong time management skills	E
	➤ Self-motivated and able to work independently within an agreed structure	E
	➤ Thorough and tidy approach to work with an eye for detail and a tenacious approach to following up on queries and discrepancies	E
Effective Relationships	➤ strong relationship skills	E
	➤ a willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home	E
	➤ ability to explain financial systems to non-finance members of the team and support them to work within those systems	E
Communication	➤ a friendly, helpful and professional manner	E
	➤ excellent communication skills both orally and in writing	E
	➤ ability to deal appropriately and empathetically with sensitive and confidential matters	E
Professional Skills, Knowledge and Experience	➤ AAT Level 2 Foundation Certificate in Bookkeeping or equivalent	D
	➤ Solid experience of using at least one accounting software package	E
	➤ Sound understanding of and practical experience of bookkeeping and financial management systems and processes	E
	➤ Ability to carry out month end processes and work to trial balance	D
	➤ Knowledge and experience of running payroll and using payroll software	D
	➤ Previous experience of using Sage Payroll	D
	➤ strong IT skills including excel, word, outlook, use of databases with a minimum of intermediate excel	E