



St Mary's Music School

EDINBURGH

Post of Accounts Assistant / Bookkeeper

St Mary's Music School is looking to appoint an Accounts Assistant / Bookkeeper to work alongside the School Bursar and HR & Finance Administrator, as part of a small team dealing with all aspects of the school's financial and operational matters.

This is a full-time post of 35 hours per week, however reduced hours/days would be considered for an appropriately experienced and qualified candidate.

The successful candidate will have experience working as an Accounts Assistant or Bookkeeper, ideally working towards or holding AAT or similar accountancy qualifications. Training support may be available for candidates working towards further qualifications.

Candidates should be able to demonstrate a sound grasp of financial principles, have excellent attention to detail and an ability to assimilate and retain information quickly. Experience of Sage accounting software would be beneficial, along with strong skills in Microsoft Word and Excel.

The post-holder should be able to work independently and as part of a small team. This is an exciting time in the school's history and the post will offer an opportunity to become an important member of the School's support team.

The Accounts Assistant will be one of a team of administrative staff headed by the Bursar and including the Bursar's Office, School Office and Facilities staff. The line manager for administrative staff is the Bursar.

Job Description

Specific duties will include:

Purchase Ledger:

- Maintenance of the Purchase Ledger, working alongside the HR & Finance Administrator;
- Entry of purchase invoices, ensuring all invoices are appropriately coded and approved for payment;
- Entry of standing order and direct debit payments;
- Checking and reconciling of credit card statements;
- Reconciling invoices and statements and resolving any discrepancies;
- Compiling purchase ledger Payment Reports and BACs payment files for the approval of Bursar;
- Cheque and Bank Payments where necessary.

Sales Ledger:

- Raising of sundry invoices and posting to the Sales Ledger;
- Preparation of statements;
- Management of sundry debtors and basic debt control;
- Oversight of the Friday and Saturday Music Classes fee invoice arrangements, which are dealt with by the School Administrator;
- Assisting the Bursar to prepare pupils' bills and collect all fees and extras.

Accounts Work:

- Bank account reconciliation on a weekly/monthly basis;
- Posting of journals, accruals and prepayments, including those related to termly management accounts;
- Entering all payments of salaries and wages into the School's accounting system;
- Maintenance of the Fixed Asset Schedules;
- Termly stock control, working with the Maintenance Manager and School Administrator;
- Collation of donation data and submission of claims for Gift Aid;
- Collation of financial data for returns to the Office of National Statistics;
- Supporting the Bursar in preparing annual estimates of income and expenditure and cash flow projections;
- Assisting with preparation of the accounts of the school, including any schedules or information required for the annual audit, as directed by the Bursar;
- Maintaining filing systems, ensuring that records are suitable for audit purposes.

Finance Administration:

- Preparing financial appraisals of particular projects;
- Preparation of reports, spreadsheets and other documents;
- Maintenance of an up-to-date inventory for insurance purposes;
- Assisting the HR & Finance Administrator with the monthly payroll process;
- Working with the Bursar and external consultants in ensuring the energy supply contracts are let at competitive rates either directly or through a purchasing group;
- Assisting the Bursar with administration of pension and salary sacrifice schemes;
- Assisting the Bursar with administration of the Scottish Government's Aided Place Scheme within the School and undertake assessments of parents' income.

General duties:

- Undertaking appropriate and agreed training and maintaining a personal record;
- Promote energy conservation and the ethos of "Eco-Schools";
- Participating in any arrangements for appraisal of performance;
- Participating in extra curricular activities as appropriate;
- Attending staff meetings as required;
- Other duties as required by the Bursar or Headteacher.

Person Specification

Qualifications, Skills, Knowledge and Experience		Essential/Desirable
Qualifications	Good general standard of education	Essential
	Recognised accounting or bookkeeping qualification (such as AAT, CIMA or ACCA) and/or relevant work experience	Essential
Experience	Accounts and Bookkeeping experience	Essential
	Sales and Purchase Ledger experience	Essential
	Bank reconciliation experience	Essential
	Assisting with the preparation of management and/or statutory accounts	Desirable
Knowledge, Skills & Abilities	Highly numerate	Essential
	Advanced knowledge of Microsoft Office Excel, including working with formulas	Essential
	Advanced knowledge of Microsoft Office Word	Desirable
	Familiarity with Sage Accounting software	Essential
	Good organisational and administrative skills with a strong attention to detail and ability to enter data accurately	Essential
	Wide ranging IT skills and experience	Desirable
	Knowledge of data protection and the GDPR	Desirable
	High standard of English language, good written and verbal communication skills	Essential
Attitude & Disposition	Proactive 'can-do' and positive attitude, with an enthusiasm and willingness to learn	Essential
	Analytical mind-set and an excellent memory	Essential
	Self-motivated and able to work with limited supervision	Essential
	Able to support others, working as part of a team	Essential
	Able to handle confidential information and maintain discretion on sensitive issues	Essential

Applications:

Application form and covering letter should be sent by email or post to:

Miss Stacey McAleer
HR & Finance Administrator
St Mary's Music School
Coates Hall
25 Grosvenor Crescent
Edinburgh EH12 5EL

Email: vacancies@st-marys-music-school.co.uk

Application forms returned by email will be required to be signed at interview stage.

Closing Date for Applications:

10am, Friday 9 April 2021

Interview Date:

Week commencing Monday 19 April 2021

Start Date:

Monday 3 May 2021 or as soon as possible thereafter

The School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is easy to access, situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 80 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees. Some Aided Places are available for choristers, and there are also Cathedral bursaries.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education, in December 2011, rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter and comedian Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer pre-School and early years Dalcroze and Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestra of Scotland and the National Youth Orchestra of Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.

St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

The School is a member of CSA (Choir Schools Association), SCIS (Scottish Council for Independent Schools), and ISBA (Independent Schools Bursars Association).

Terms and Conditions of Employment

Place of Work

In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

Hours of Work

35 hours per week, Monday to Friday. Reduced hours/days may be available for appropriately experienced and qualified candidates.

In addition to these hours, admin staff are required for Open Day, Parents' Evenings and similar events. Staff are given time off in lieu, to be taken out of term-time, for working on these occasions.

Rate of Pay

Starting salary from £21,030 to £24,081 per annum. Placing and advancement on the scale is dependent on qualifications, experience and performance. Salary is payable by credit transfer, monthly in arrears.

There will be a cost of living pay review each year.

Pension

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 17.2% of salary. Employees may choose to opt-out at any time.

Holidays and Holiday Pay

7 weeks (35 days) pro rata paid holiday per annum to include statutory holidays. The holiday year begins on 1 August.

No holidays are normally taken during the school term, however, there will be some flexibility over term-time holidays, as attendance for part of July and August will be required.

School holidays for pupils are 1 week in October, 2 weeks at Christmas, 1 week in February, 2 weeks at Easter and 8 weeks in summer. Term dates do not necessarily coincide with those of other schools. The school buildings are closed in the October half-term week, at Christmas and for 1 of the 2 Easter weeks.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

Sick Pay

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

Medical Examination

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

Disclosure of Criminal Convictions

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Grievance Procedure

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

Disciplinary Procedure

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

Probationary Period

26 weeks from first day of work.

Notice Period

Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.