

Accounts Payable Officer

CFBL is looking to recruit a bilingual Accounts Payable Officer.

Start date: As soon as possible

Contract type: Permanent - full time, 40 hours per week

Line Manager: Chief Accountant

Key accountabilities/tasks:

Ordering

- Check orders raised in the ordering system (PRS); manage "order" mailbox
- Process orders placed by staff and resolve queries that may arise
- Post orders, place orders and send POs to suppliers
- Ensure orders are received

- Reconcile POs with supplier invoices
- Have supplier invoices authorised
- Enter all invoices and payments on the system
- Perform supplier reconciliation on a monthly basis
- Resolve queries from suppliers; manage "Accounts Payable" mailbox
- Maintain and update supplier records and manage the "Supplier Contracts" file
- Prepare weekly suggested payment runs to ensure timely payment of invoices

- Book and manage staff training programs in conjunction with HR Department

- Book Sports venue for the PE department

- Provide admin support for school trips, liaise with teachers about expectations
- Liaise with parents about trip consent forms, medical forms, passports...DocuSign
- Reconcile trip budgets in the ledger; manage "trip" mailbox

Budget

- Provide budget updates to the budget holders
- Perform analysis when necessary

Fixed Assets

- Maintain and update the fixed assets software IRIS

Other duties

Assist in the preparation of monthly and annual accounts and supporting financial statements and working papers.

Undertake any other duty or responsibility which may reasonably be requested by the Chief Accountant or the DAF

This job description sets out the duties of the post at the time it was drawn up. It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the College Français Bilingue de Londres (CFBL). Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the CFBL.

Person Specification

Skills

- Fluent in oral and written French/English (Minimum intermediate level)
- Experience of English accounting and reporting standards
- Prior experience in the education sector and knowledge of French accounting practices
- Practical experience of MS Office, particularly EXCEL
- experience with accounting software (WCBS PASS)
- Good organisational skills with an ability to prioritise and meet deadlines
- Meticulous attention to detail.
- Good interpersonal and communication skills.
- Ability to work collaboratively
- Willingness to learn

Qualifications & Expertise

- French or English professional accountancy qualification or qualification by experience
- 3 or more years accounting experience preferably educated to degree level.
- The position would suit fully qualified accounting technicians (IATI, AAT) (French BTS) or part qualified Accountants (CIMA, ACCA) currently at foundation or intermediate level, or similar

Personal Qualities

- A personal commitment to equal opportunities
- Willingness to participate in further training and developmental opportunities offered by the school to further knowledge
- Willingness to maintain confidentiality on all school matters

Salary and benefits

The school offers a generous compensation and benefits package, including:

- Competitive salary (dependent on qualifications and experience)
- 10 weeks' holiday (schools' holidays as set by the French embassy)
- Competitive employer pension contribution (8% defined contribution)
- Up to £2,000 flexible benefits to use on transportation, travel, childcare, big purchases...
- Free lunch daily (cooked on the premises)
- High-quality professional learning throughout your career with us
- Perkbox scheme (discounts at a wide range of retailers)
- Bike-to-work scheme and season ticket loan
- School fees remission
- Family friendly policies (such as enhanced maternity pay and paternal leave)
- Life Insurance & Income protection
- Health Cash Plan (opt-in)

Conditions

Safeguarding and welfare

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.

Right to work in the UK

The EU's free movement rules no longer apply in the UK. European Economic Area ('EEA') nationals must be granted immigration permission to live and work in the UK. There are numerous requirements that employers sponsoring individuals under the Skilled Worker route must meet. Please let us know in your application if you would need us to support your application for a visa.

How to apply

Please send your CV and cover letter to recruitment@cfbl.org.uk stating “#AP2022” in the subject line) by **Friday 1st July 2022**.

First stage interviews will take place on **the week commencing 04 July 2022**.