

**About the College:** College Francais Bilingue de Londres 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.

We are committed to creating and sustaining an environment that values and celebrates the diversity of both staff and pupils. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background.

### **Assistant Accounts Payable Officer (voluntary role)**

The primary objective of this role is to shadowing our Accounts Payable (AP) Officer in executing tasks related to the Account Payable function. This might include processing orders, inputting invoices, and reconciling supplier accounts within the school's financial framework.

The preferred candidate is expected to possess pertinent experience or qualifications.

Approximatively hours: 4 to 8 hours a day, based on candidate availability. Minimum 1 to 3 days per week. Ideally Monday, Thursday, Friday.

The volunteer needs to Comply with school policies and procedures pertaining to child protection, health and safety, security, confidentiality, and data protection, and report any concerns to the relevant authorities. Maintain strict confidentiality of information related to the school, its staff, pupils, and parents.

**Please note the volunteer is an UNPAID ROLE.** However, the expenses related to school work including commute to work will be reimbursed up to £500. (e.g., travel costs, lunch etc.). Benefits include complimentary meals at the canteen.

Please send a CV and cover letter to: [recruitment@cfbl.org.uk](mailto:recruitment@cfbl.org.uk)

There is no deadline to apply, however the successful candidate will be required to start as soon as possible.

### **Right to Work in the UK**

Every candidate invited for an interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Details of the required documents will be sent to all candidates who are invited for interview and the relevant original documents must be brought to the interview for checking and copying. Please note we are unable to accept photocopies of documents; original documents must be provided for checking by CFBL staff.

To check the type of visa you may require in order to satisfy your right to work in the UK, please see <http://www.ukba.homeoffice.gov.uk/>.