



LITTLEGARTH
Big Opportunities

BURSAR'S ASSISTANT

Part-time, 28 hours per week

Littlegarth School
Horkesley Park
Nayland, Colchester
CO6 4 JR

01206 262 332 | recruitment@littlegarth.org



ABOUT LITTEGARTH SCHOOL

Littlegarth School is a warm, family-centred independent prep school for children aged 2–11. We pride ourselves on being a kind, caring and ambitious community where every child is known and nurtured. Our beautiful setting and small class sizes allow us to offer a rich, inspiring curriculum and a genuine love of learning.

We require a self-motivated and experienced part-time Bursar's Assistant.

Core hours of work are 28 hours per week, and some flexibility with regard to overtime is desirable.

BURSAR'S ASSISTANT

Job Title	Bursar's Assistant
Location	Littlegarth School, near Nayland (North of Colchester)
Contract	Part-time - 28 hours per week

THE ROLE

The successful applicant will be involved in all aspects of running a busy Bursar's office, including accounts payable, cash book, control account reconciliations, nominal ledger management, payroll preparation, statutory returns, filing, administration assistance, and providing cover for the Bursar as required.

KEY ACTIVITIES

- To assist the Bursar in running an efficient office
- To provide cover for the Bursar, as required

FINANCE AND ACCOUNTANCY

- Entering invoices for payment, using the School's purchase ledger
- Preparing invoices for weekly payment and preparing BACS payments for authorisation by the Bursar
- Posting invoices and expenses to the Nominal Ledger and maintaining the purchase ledger
- Purchase ordering
- Reconciling the school shop accounts system to the nominal ledger
- Reconciling credit card statements
- Maintaining the School cash book, processing payments, and reconciling cash book entries with the nominal ledger and bank statements
- Maintaining the School's nominal ledger

- Payroll and payroll reconciliations
- Running end-of-month and end-of-year routines
- Reconciling all balance sheet control accounts and ensuring that any outstanding items are explained
- Maintaining schedules of fixed assets, loans, and prepayments
- Assistance in gathering departmental budgets and entering onto the School's accounts software.
- Preparing the purchase ledger side of quarterly VAT returns.

KEY SKILLS

The successful candidate is likely to fit the following profile:

- Has strong payroll experience
- Has excellent IT skills in a full range of Microsoft applications, including Outlook, Word, and Excel
- Be thorough and methodical, with a high attention to detail
- Be enthusiastic, reliable, and self-motivated
- Has the ability to work under pressure, using own initiative
- AAT desirable

SALARY

Salary will depend on qualifications and experience. The Governors review salaries each year to ensure that they remain competitive. Salary is paid by bank transfer on the 26th day of the month, or the nearest working day, in 12 equal payments.

BURSAR'S ASSISTANT

HOURS AND HOLIDAYS

The appointment is part-time for 28 hours per week with half an hour unpaid lunch break. Additional hours may be required from time to time. Holiday entitlement will be 25 days paid holiday per year to be taken with due regard to the needs of the school and following consultation with the Bursar. In addition to this, payment will be made for all Statutory holidays. As a part time employee holiday entitlement will be pro rata to days of work.

WHY JOIN LITTLEGARTH?

- A genuinely kind, supportive and welcoming staff team
- Delightful, curious and enthusiastic pupils
- A leadership team that values reading and literacy
- The opportunity to shape the reading culture of a thriving prep school

TO APPLY

Please send a completed application form (available from the Vacancies section of the school website) and a covering letter outlining your suitability for the role to jward@littlegarth.org for the attention of the Bursar, Jane Ward.

Early applications are welcome.

Deadlines: Applications to be received by Friday 13th November.

We reserve the right to interview and appoint a suitable candidate before the application deadline.

Littlegarth School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to appropriate safeguarding checks.



ADDITIONAL BENEFITS



EMPLOYEE ASSISTANCE PROGRAMME

Provides free and confidential advice, including a series of face-to-face counselling sessions, online and phone support and wellbeing app



WELLBEING INITIATIVES

- Staff room treats
- Regular 'thank yous'
- End of term celebrations



MEALS AND REFRESHMENTS

- Morning snack, fruit, tea and coffee available
- Lunch provided



OCCUPATIONAL HEALTH

Professional help to both staff and the school where work-related adjustments may be required



FINANCIAL WELLBEING

- Regular benchmarking of our salary scales
- Emergency financial assistance loan and salary advances
- Pension and biennial 1:1 pension advice



PROFESSIONAL DEVELOPMENT

- INSET and regular training opportunities to develop skills
- Apprenticeships



ADDITIONAL BENEFITS

- Welcoming community of staff and parents
- Free car parking
- Beautiful 28-acre site with a multitude of wildlife, plenty of green spaces, and fresh air
- A genuinely kind, supportive, and welcoming staff team