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**READING BLUE COAT SCHOOL**

An Independent Day School for Boys with a Co-Educational Sixth Form

**PAYROLL OFFICER / ACCOUNTANT**

**14 months maternity cover role**

Founded in 1646, Reading Blue Coat School is a leading independent day school of 490 boys aged 11 – 16, with a further 270 students in the co-educational Sixth Form. The School is located on a beautiful 46 acre campus in the village of Sonning, just outside Reading, overlooking the river Thames.

The School employs over 160 staff and offers a stimulating, friendly and supportive atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential.

Reporting to the Management Accountant within a small Finance team, this varied role will be primarily responsible for all monthly payroll and pensions administration; as well as school fees billing; and some nominal ledger and monthly balance sheet reconciliations. Together with other team members, it will also entail being a first contact point for answering accounts queries both externally and internally.

This is a full time role, working from 08:30 to 16:30, Monday to Friday.

Applicants must have comprehensive experience in operating “in-house” payroll systems; be familiar with basic accounting practices, and able to prepare accounts to trial balance.

It is likely you will be CIPP or AAT qualified.

We offer an excellent salary and benefits package, dependent on qualifications and experience; including pension scheme with 8% employer contribution; and free meals and refreshments on duty.

For further details contact the Human Resources Manager, Tel: 0118 933 5813 or email: [recruitment@rbcs.org.uk](mailto:recruitment@rbcs.org.uk)

**Closing date for applications: noon on 26 February 2018**

Interviews will be held during the week of 5 March 2018.

Applications must be submitted by email with a letter of application and including your CV or School application form to [recruitment@rbcs.org.uk](mailto:recruitment@rbcs.org.uk).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check.

Registered charity number 1087839 • No agencies, please • www.rbcs.org.uk