

Assistant Accountant Apprenticeship – Level 3, leading to Accounting Technician Apprenticeship – Level 4

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

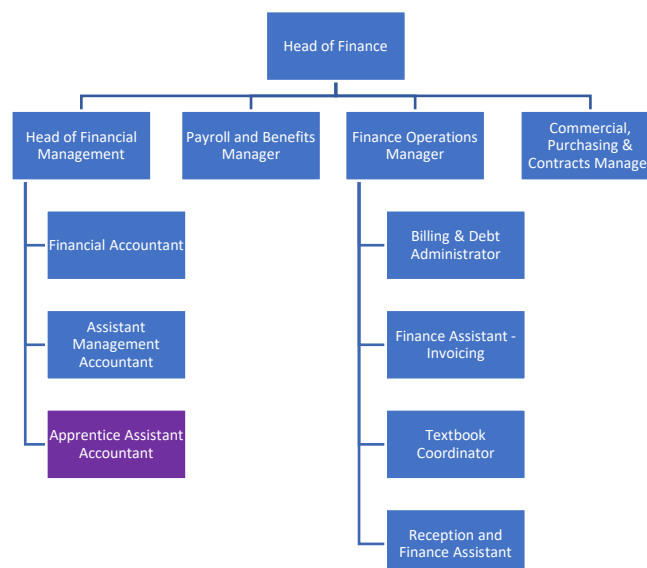
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

This opportunity allows you to gain hands-on experience supporting our finance team, to prepare and maintain relevant, timely and accurate financial information, to support the decision making of the management teams whilst working towards your Level 4 AAT Qualification. Students will first be expected to achieve Level 3 AAT Qualification, before then progressing on to Level 4.

About the department

Working within the Finance department, the role holder will report to the Head of Financial Management.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- Preparing journals for accruals, prepayments and adjustments
- Assist with month end tasks to allow completion of the monthly accounts
- Assist with debt recovery
- Look for areas to automate, within constraints of existing IT systems, including MS Office
- Point of contact between payroll and the business, for timesheets and expense claims
- Assist with specific projects, as required
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Minimum of five GCSEs grade 4-9 (C-A*)	✓	
Maths and English grade 4-9 (C-A*)	✓	
Competencies, Skills & Experience	Essential	Desirable
Basic to Intermediate Excel skills	✓	
An interest in learning accounting software	✓	
Be highly numerate, and accurate	✓	
Advanced Excel skills		✓
Experience of using accounting software		✓
Some office/admin experience		✓
Personal qualities	Essential	
An interest in pursuing a career in finance	✓	
Good communication skills	✓	
Enquiring and analytical	✓	
Ability to absorb information quickly and accurately	✓	
Adaptable and flexible in approach	✓	
Ability to work both independently and as part of a team	✓	
Commitment to continuous personal development	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

Start date: To be confirmed (subject to pre-employment checks)

Contract: Permanent

Working weeks: Full time, 52 weeks.

Hours of work: The requirement is to work 40 hours per week, 08:30am – 17:00pm Monday to Friday. You are entitled to a daily 30minute meal break. All meal breaks are non-working hours and unpaid.

Salary: £25,396 FTE. You will be paid each month through the year.

Holidays: Holidays are not to be taken during Oundle School term time. 21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days and this is in addition to the holiday entitlement. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Monday 25th August 2025.

Interview date is to be confirmed.

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / **Tel:** 01832 277193