



Epsom Girls Grammar School

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Accounts Assistant Fixed Term 12 August 2024 to 4 October 2024 40 hours per week, including school holidays
Responsible to:	Finance Manager
Direct involvement with:	Suppliers; School Staff; School Community
Primary responsibility:	To contribute to the development of a learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of the Accounts Assistant

Key Tasks:

- Processing and reconciliation of account payable invoices, including payment runs
- Daily bank reconciliations
- End to end accounts payable
- Processing invoices on a daily basis, including reconciliation to supplier statements in Xero
- Uploading payments to bank, both local and international
- Attending to supplier account queries
- Creating and processing of payments (urgent and through a weekly and monthly payment run) for both local and overseas suppliers
- Setup of new suppliers in system, including the review of suppliers to ensure accuracy
- Ensure Accounts Payable compliance with legislation and internal policies
- Work closely with Accounts Receivable and Finance Manager
- Maintain Approval Max workflow
- Other finance tasks as required

Key Skills:

- High volume accounts payable experience or the willingness to learn
- Excellent communicator dealing with suppliers and staff
- Basic Excel Skills
- Fast & Accurate keyboard skills
- Problem solver
- Proven organisational and time management skills
- Deadline driven



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The successful applicant should be:

- An expert in accounts payable or with basic accounting knowledge and willingness to learn
- Flexible, adaptable and a collaborative team member
- Detail oriented with attention to detail
- Great with numbers
- A proactive problem solver
- An excellent communicator - verbally and written
- Able to maintain confidentiality
- Have good time management skills

This could be someone within Epsom Girls Grammar School or you could refer a friend or family member.