



# 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*

<b>Position:</b>	<b>Accounts Assistant</b> <b>Fixed Term 3 July 2019 to 1 July 2020</b> <b>37.5 hours per week, including school holidays</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Direct involvement with:</b>	Suppliers; School Staff; School Community
<b>Primary responsibility:</b>	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

### Key Skills:

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

### The successful applicant should be:

- An expert in accounts payable
- Flexible, adaptable and a collaborative team member
- Detail orientated
- Great with numbers
- A proactive problem solver