Thomas's

Accounts Payable Assistant

(MATERNITY COVER)

Closing date: Monday, 9 November 2026



Vision

PART OF THOMAS'S LONDON DAY SCHOOLS

We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of three and eighteen. Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

OUR VISION

Our vision is that every Thomas's pupil flourishes as a compassionate contributor to society and a courageous shaper of the future.

To realise this vision, we:

- Champion kindness, community and childhood
- Provide a breadth of experiences that develop lifelong passions
- Equip young people with self-knowledge, inner strength and intellectual curiosity

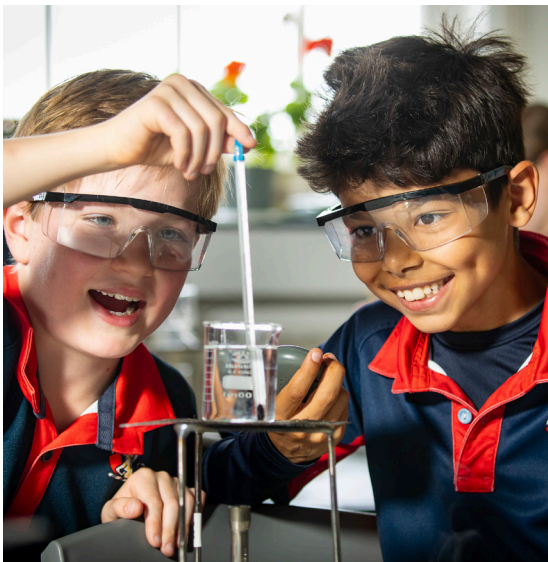
Together, these commitments create the Thomas's culture of joyful excellence, in which our pupils achieve outstanding academic outcomes and build the confidence, character and adaptability to succeed in the world.

The Heads and Principals
Thomas's London Day Schools









The Role

OVERVIEW

The Accounts Payable Assistant supports the finance team in ensuring the accurate processing of supplier invoices, managing outgoing payments, reconciling accounts, and maintaining strong supplier relationships.

This role is to cover maternity leave and the contract will be for up to 12 months.

You will work collaboratively and collectively with the Finance Office Team, based in **Ringwood, Hampshire**.

KEY RELATIONSHIPS:

Reporting to: Group Finance Operations Manager

KEY RESPONSIBILITIES

- Review and verify supplier invoices, ensuring accuracy and completeness.
- Ensure invoices are correctly coded and allocated to the appropriate account and cost centre.
- Process supplier payments in line with agreed payment terms.
- Maintain accurate and organised records of all accounts payable transactions.
- Monitor outstanding liabilities and ensure payments are made within required deadlines.
- Perform regular reconciliations of supplier statements and accounts.
- Investigate and resolve discrepancies or payment issues.
- Liaise with suppliers and internal stakeholders to respond to payment queries.
- Process employee expense claims and reimbursements in accordance with company policy.
- Process and reconcile Pleo card transactions for individual schools.
- Assist with preparation of financial reports where required.
- Support the finance team during internal and external audits.
- Provide documentation and supporting information for audit requests.
- Ensure compliance with internal financial controls and procedures.
- Maintain confidentiality when handling financial information.
- Support the wider finance team with administrative tasks where required.



Person Specification

QUALIFICATIONS, EXPERIENCE AND SKILLS

• Previous experience in an Accounts Payable or finance administration role

• Strong attention to detail and accuracy when processing financial information

• Experience reconciling supplier accounts and resolving discrepancies

• Good organisational skills and ability to manage multiple deadlines

• Proficiency in Microsoft Excel and financial systems

• Experience processing invoices, payments and expense claims

• Strong written and verbal communication skills

• Ability to work independently and as part of a team

• Understanding of financial controls and compliance procedures

• Experience working in an education or multi-entity organisation (desirable)

PRACTICAL SKILLS

- High level of integrity and professionalism
- Strong attention to detail and accuracy
- Organised and able to prioritise workload effectively
- Proactive and solution-focused approach
- Strong communication and interpersonal skills
- Ability to build positive relationships with colleagues and suppliers
- Reliable and able to meet strict deadlines
- Ability to handle confidential information appropriately
- Adaptable and flexible in a busy environment
- Collaborative team player
- Positive and professional attitude
- Commitment to maintaining high standards of financial accuracy



ADDITIONAL PERSONAL ATTRIBUTES

Personal qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and young people's interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

VALUES



KINDNESS



COURTESY



COMPASSION



SCHOLARSHIP



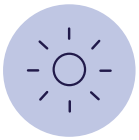
PERSEVERANCE



INTEGRITY



RESPECT



CONFIDENCE



LEADERSHIP



GIVERS,
NOT TAKERS

Terms and Benefits

- **Competitive Salary:** Up to £28,000 depending on skills, experience and qualifications
- **Benefits Package:**
  – Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
  – Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
  – Death in Service Benefit
  – Free school meals during term time when attending school sites
- **Contract:** Fixed-Term Contract commencing January 2027 for up to 12 months. Hybrid working, 3 days in office and 2 days at home. 37.5 hours per week.
- **Expected Start:** January 2027
- **Location:** Ringwood, Hampshire , BH24 1AP

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic leaders excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: **thomas-s.co.uk/join-our-team** or email **hr@thomas-s.co.uk**

To apply for this post please go to **thomas-s.co.uk/join-our-team** and click apply by noon on Monday, 9th November. Should you wish to send a covering letter or supporting statement following your application, please forward it to **hr@thomas-s.co.uk**

The first round of interviews will take place over the weeks commencing 16th November. Please note that referees will be contacted prior to the interview.

SAFEGUARDING

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures.

All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here **www.thomas-s.co.uk/policies/** *under the 'Thomas's Policy' tab.*

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.







BE KIND
BE YOU
BELONG

BE THOMAS'S

THOMAS'S LONDON DAY SCHOOLS

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