

**ACCOUNTS PAYABLE ASSISTANT**

**APPLICATION PACK**

Thank you for your interest in working at The Royal Belfast Academical Institution (RBAI).

This application pack contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the post. Further information about the School can be found on our website: [www.rbai.org.uk](http://www.rbai.org.uk)

**THE SCHOOL**

RBAI has over 1,000 pupils in its Secondary Department and approximately 150 pupils in the Preparatory Department. About 175 new pupils enter the School every year from a diversity of backgrounds. The School encourages excellence and participation in both academic and extra-curricular activities and ensures that every boy is supported pastorally so that he can fulfil his potential.

**THE POSITION**

The Board of Governors is seeking to appoint full time permanent Accounts Payable Assistant to provide financial and general administration support

to the School.

**SALARY**

The salary is £26,332 per annum.

**APPLICATION**

Please complete the attached Application Form and Monitoring Form ensuring you have supplied evidence of your qualifications, experience and skills relating to the criteria for the post. Please return completed forms by **12 noon on Wednesday 17 September 2025** to:

[**Info@rbai.belfast.ni.sch.uk**](mailto:Info@rbai.belfast.ni.sch.uk)

mARKED pRIVATE AND cONFIDENTIAL FOR THE ATTENTION OF THE BURSAR

OR POST TO:

**the BURSAR**

**r.b.a.i.**

**college square east**

**belfast**

**bt1 6dl**

**PRE EMPLOYMENT VETTING**

RBAI places paramount importance on the safeguarding and wellbeing of our pupils. Consequently, we undertake pre-employment vetting of all applicants who are successful in being selected for a position at the school. This vetting includes, but is not restricted, to an Enhanced Disclosure Check with AccessNI including a barred list check for certain posts, taking up of references and examination of past employment record.

Posts involving work in the School are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). The successful applicant will require an Enhanced Disclosure Check and possibly a barred list check depending on the role. Further details regarding this check will be issued as part of the pre-employment vetting process

Please note that a criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly. Guidance on the recruitment of ex-offenders is available at: <https://www.executiveoffice-ni.gov.uk/publications/employers-guidance-recruiting-people-conflict-related-convictions>.

It is an offence for anyone to who is barred from working with children and vulnerable adults to apply for a role in Regulated Activity within the school. Further information may be obtained from AccessNI at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**JOB DESCRIPTION**

**Title:** Accounts Payable Assistant

**Department:** Finance

**Responsible to:** Bursar through the Assistant Bursar

**Role:** To provide financial and general administration support

to the School.

**Main Duties & Responsibilities**

**Accounts Payable**

* Matching orders and invoices
* Checking and inputting all invoices for payment onto financial management system
* Ensuring all invoices are appropriately authorised for payment
* Generating BACS/Cheque Payments for all bank accounts
* Supplier Statement reconciliation
* Reconciliations of the computerised Accounts Payable Ledgers
* Responding to queries as appropriate
* Recording energy efficiency for each building
* Petty cash processing
* Provision of information for accruals for monthly management accounts

**Purchasing**

* Administering Requisitions in line with the procurement policy
* Purchase Order Processing in conjunction with budget holders and finance team
* Administering Tendering processes
* Contract Management
* Preparation of Business Cases
* Maintenance of contract register
* Negotiation of contracts and procurement procedures to ensure that the School achieves best value from its suppliers and contractors

**General Administration**

* Provide cover for general administration duties including response to telephone and personal enquiries during times of holiday or other absence.
* Other duties as may be reasonably requested throughout the year.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**PERSONNEL SPECIFICATION**

**Eligibility Criteria**

The following are essential criteria which will initially be measured at the shortlisting stage and which may also be further explored during the interview/selection stage.  You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Qualifications/ Experience

GCSE Maths and English at grade C or above (or equivalent)

**Essential Criteria**

The following are additional essential criteria which will be measured during the interview/selection stage.

Skills and Abilities

Proven ability and/or experience will be sought for the following:

* + Experience of working in a high quality, pro-active and delivery focused Accounts Payable function;
  + Experience and understanding of a computerised accounting system;
  + Competent user of the Microsoft Office suite, particularly Excel;
  + Excellent organisational and time management skills;
  + Strong written and verbal communication skills;
  + Good analysis and evaluation skills;
  + Excellent and demonstrable numerical skills;
  + Able to demonstrate use of initiative/self-starter;
  + A proactive customer focussed approach;
  + Able to build effective internal and external working relationships with a variety of people;
  + Able to meet deadlines and work with a high level of accuracy and attention to detail.

**Desirable Criteria (used for shortlisting only in the event of a large number of applicants)**

* Previous experience in working within a school or educational establishment.
* Previous experience of operating FMS/SIMS.
* Previous purchasing experience.

**REF NO**:



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**APPLICATION FOR EMPLOYMENT**

APPLICANT’S NAME: ………………………………………………………………….

POSITION APPLIED FOR: **ACCOUNTS PAYABLE ASSISTANT**

Please complete the Application Form and Monitoring Form ensuring you have supplied evidence of your qualifications, experience and skills relating to the criteria for the post. Completed application forms should marked private and confidential and be returned to the Bursar at [info@rbai.belfast.ni.sch.uk](mailto:info@rbai.belfast.ni.sch.uk)

Closing date for receipt of applications: **12 noon, Wednesday 17 September 2025**

**PERSONAL INFORMATION**

SURNAME: ……………………………… FORENAME(S): …………………………

Mr / Mrs / Miss / Ms / Dr / Other

ADDRESS: …………………………………………………………………………………………………

…………………………………………………………………………………………………

POSTCODE: ……………………………………….

TEL. HOME: ………………………………

MOBILE:………………………………………...

CONTACT EMAIL: …………………………………………………………………

**EDUCATION/QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| GCSE/AS/  A’ LEVEL(S) | SUBJECT(S) | GRADE |
|  |  |  |

Continue on separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| TECHNICAL CERTIFICATE | LEVEL | DATE |
|  |  |  |

**TRAINING/HIGHER EDUCATION**

Please include any relevant training activities undertaken including short courses or in-house training by your employer.

|  |  |  |
| --- | --- | --- |
| NAME OF INSTITUTION | TITLE AND NATURE OF COURSE | DATES |
|  |  |  |

Continue on separate sheet if necessary

**EMPLOYMENT RECORD**

**CURRENT EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: NOTICE REQUIRED:

BASIC SALARY:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

Continue on separate sheet if necessary

**FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please include here information on how you consider your skills, knowledge and experience are relevant to this post and meet the criteria for the post set out in the Personnel specification on page 5.

You may wish to include experience gained at work or in a voluntary capacity or any other interests you feel relevant to your application.

**REFERENCES**

Please give the name of two referees, at least one of whom should be able to comment on your work, preferably your current or most recent employer. Please indicate if you do not wish any of these referees contacted prior to interview

|  |  |
| --- | --- |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |
|  |  |
|  |  |
|  |  |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |

**DECLARATION BY APPLICANT**

(a) I have read the information and all the questions on this form have been accurately answered to the best of my knowledge.

(b) I am not suffering from any medical condition which would prevent me carrying out the duties of this post in a satisfactory manner.

(c) I have not been barred by the Disclosure and Barring Service from working in Regulated Activity\*

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for return of application:**

**12 noon on Wednesday 17 September 2025**

All information given by you on this form is held by the School in accordance with EU and UK data protection legislation. The information is used for the selection and appointment to the post you have applied for. Information relating to the successful applicant will be transferred to their School personnel file. Information for all unsuccessful applicants will be held for six months after completion of the selection process and then securely destroyed.

Our staff privacy notice detailing how we collect, use and store data may be found at [www.rbai.org.uk](http://www.rbai.org.uk).

PLEASE COMPLETE STATEMENT OF COMMUNITY BACKGROUND ON NEXT PAGE

**REF NO**:

STATEMENT OF COMMUNITY BACKGROUND

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MONITORING QUESTIONNAIRE *Private & Confidential***  We are an Equal Opportunities Employer. We do not discriminate on grounds of  religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.  Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.  **My background is that of the Protestant community**   |  | | --- | |  |   **My background is that of the Roman Catholic community**   |  | | --- | |  |     **I am a member of neither the Protestant nor**  **Roman Catholic community background**   |  | | --- | |  |       **Please indicate whether you are: Female**   |  | | --- | |  |   **Male**   |  | | --- | |  |     If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.  Note: It is a criminal offence under the legislation for a person to *“give false information in connection with the preparation of the monitoring return”*. This information will be treated in the strictest of confidence and protected from misuse. It will be used *solely* for the purpose of monitoring our equal opportunity employment policy. |