

Job Description

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| Job Title: | Finance Officer |
| Location: | St James's School |
| Responsible To: | Executive Assistant and Senior Administrator |
| Salary Grade: | D (37 hours x 42 weeks) |
| Contract: | Cover during school holidays can be delivered flexibly as part of an agreed working plan. Permanent |

Key Purpose of Job

To ensure the effective and efficient financial management of the School.

Anticipated Outcomes of Post

A professional effective and efficient administration service that meets the needs of the School

Main Areas of Responsibility

- To be responsible for the ordering process within the school, from the initial order request, through goods receipt and purchase invoice processing, to ensure that best value is always obtained.
- To process sales invoices for the school, maintaining positive relationships with customers and ensuring effective debt management and control.
- To process all income receipts from students (including Internet), ensuring accurate spreadsheet records are maintained, timely banking, coding of receipts and reconciliation.
- To prepare cash and cheques for weekly till reconciliation and banking.
- To complete the management and recording of petty cash, business card and other transactions (cheque, cash receipt etc.).
- To assist with the planning, monitoring and evaluation of Trip Accounts, including the organisation and booking of transport and accommodation for all trips and reciprocal visits by foreign students in conjunction with the trip organiser.
- Collection of cash for curriculum resources, costing and reconciliation.
- Process and maintenance of financial data on the Trust's financial management system, including monthly recharges, monitoring commitments and creditor / debtor management.
- To assist in the closedown of the Trust's accounts for St James School.

- To be responsible for arranging transport/accommodation for staff attending training courses & meetings ensuring that places on courses are booked in a timely manner.
- To support budget holders in the use of the Trust's financial management system, producing reports as necessary to support effective financial management.
- To liaise with students, staff, parents and external hirers and suppliers on relevant financial issues.
- To process payroll claims and reconciling records.
- To support the School leadership and Trust's Central finance team through budget monitoring and the provision of financial information.
- Maintenance of School finance systems/records with the support of the central finance team.
- To work closely with central finance to ensure financial controls are embedded and maintained.

Administration Support

- To provide cover and support to other areas of the administration team when required.

Supervision / Line Management Responsibilities of the post

1. None

Working Environment & Conditions of the post

1. Normal office environment

Other Duties

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To participate in induction training, staff review processes and professional development opportunities
- c) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- d) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- e) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.

- f) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures including the Code of Conduct and KCSIE.
- g) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- h) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Job Description

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|------------------------|--|
| Job Title: | Finance Officer |
| Location: | Isca Academy |
| Responsible To: | Assistant Head (Business & Operations) |
| Salary Grade: | D (37 hours x 42 weeks) |
| Contract: | Cover during school holidays can be delivered flexibly as part of an agreed working plan. Permanent |

1. Key Purpose of Job

To ensure the effective and efficient financial management of the School.

2. Anticipated Outcomes of Post

A professional effective and efficient administration service that meets the needs of the School

3. Main Areas of Responsibility

- To be responsible for the ordering process within the school, from the initial order request, through goods receipt and purchase invoice processing, to ensure that best value is always obtained.
- Processing sales invoices for the school, maintaining positive relationships with customers and ensuring effective debt management and control.
- To process all income receipts from students (including Internet), ensuring accurate spreadsheet records are maintained, timely banking, coding of receipts and reconciliation.
- To prepare cash and cheques for weekly till reconciliation and banking.
- Management and recording of petty cash, business card and other transactions (cheque, cash receipt etc.).
- To assist with the planning, monitoring and evaluation of Trip Accounts, including the organisation and booking of transport and accommodation for all trips and reciprocal visits by foreign students in conjunction with the trip organiser.
- Collection of cash for curriculum resources, costing and reconciliation.
- Processing and maintenance of financial data on the Trust's financial management system, including monthly recharges, monitoring commitments and creditor / debtor management.
- To assist in the closedown of the Trust's accounts for Isca Academy.

- To be responsible for arranging transport/accommodation for staff attending training courses & meetings ensuring that places on courses are booked in a timely manner.
- Support budget holders in the use of the Trust's financial management system, producing reports as necessary to support effective financial management.
- Liaison with students, staff, parents and external hirers and suppliers on relevant financial issues.
- Processing payroll claims and reconciling records.
- Support the School leadership and Trust's Central finance team through budget monitoring and the provision of financial information.
- Maintenance of School finance systems/records with the support of the central finance team.
- Working closely with central finance to ensure financial controls are embedded and maintained.

Administration Support

- Support the whole team as required and directed.

4. Supervision / Line Management Responsibilities of the post

- None

5. Working Environment & Conditions of the post

- Normal office environment

6. Other Duties

All Isca academy staff are expected to:

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the

wider community, as appropriate.

- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

7. Other Information

- a) To undertake additional duties as required, commensurate with the level of the job.
- b) To participate in induction training, staff review processes and professional development opportunities
- c) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- d) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- e) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- f) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures including the Code of Conduct and KCSIE.
- g) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- h) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Job Description

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|-----------------------------|--|
| Job Title: | Finance and Contracts Assistant |
| Multi Academy Trust: | Ted Wragg Multi Academy Trust |
| School: | Ted Wragg: Central Services |
| Responsible To: | Finance Manager |
| Salary Grade: | Grade C + 2 Market Supplements (30 to 37 hours a week, all year round) Range: (£18,933 to £20,493 plus pay award pending) |

1. Key Purpose of Job

Purchase ledger support, support to the Finance Team and procurement function.

2. Key Duties and accountabilities of the post

Purchase Ledger:

- Processing purchase orders promptly.
- Matching and processing of purchase invoices
- Reconciliation of supplier statements, resolving issues arising.
- Dealing with supplier enquiries and disputed invoices.
- Preparation of payments to suppliers by BACS and cheque.
- Review and control of aged creditors.

Contracts:

- Contract Administration: ensuring all contract administration and paperwork is filed and records maintained on the Trust's Contract Register.
- Monitoring contracts to facilitate timely renewal
- Processing requisitions, including careful analysis of quotations and suppliers, liaising with schools to reach decisions with the support of the Procurement Manager.
- Assist with the set-up of new suppliers.

General:

- Maintenance of our central financial system (Civica) and other relevant systems.
- Responding to queries (staff and customers).
- Support to schools, including assistance in operating key financial systems.
- Work with schools to embed and monitor controls.

The postholder will be expected to maintain a good knowledge of the Trust's financial procedures and regulations and ensure strong controls are operated in compliance with regulations and law. A high standard of customer service is required including high quality financial management, information, and support.

3. Supervision / Line Management Responsibilities of the post

The post holder does not have any line management responsibilities.

4. Working Environment & Conditions of the post

The post holder may be required to travel to and work with any school within the Trust.

5. Other Duties

- Develop an understanding of the MAT policies and procedures, complying with their contents and raising concerns in a timely manner.
- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the roles of the finance team and other professionals.
- Attend and participate in relevant meetings as required.
- Undertake any other duties appropriate to the grade of the post. In addition, the post-holder must be committed to safeguarding and promoting the welfare of children and young people.

6. Other Information

- a) The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- f) The post holder may be required to move their base to any location within the Trust upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Person Specification

| | Essential / Desirable | Evidence |
|---|--------------------------|----------|
| Qualifications and Experience: | | |
| GCSE English and Maths at Grade C or above | E | A,I,R |
| Experience of financial procedures, systems, processes and accounting principles | E | A,I,R |
| Good knowledge of MS Office, with the ability to use Excel and Word at a level commensurate with the role | E | A,I,R |
| Experience and knowledge of financial systems in a business and/or educational environment | D | A,I,R |
| Experience of purchase and sales ledger | D | A,I,R |
| Other relevant experience – reconciliations, income and cash accounting, payroll etc. | D | A,I,R |
| Behaviours | | |
| Resilience and the ability to work under pressure and be able to meet deadlines. | E | A,I,R |
| Ability to work constructively as part of a team and as an individual. | E | A,I,R |
| Excellent communication skills (written and oral) | E | A,I,R |
| Excellent interpersonal skills. | E | A,I,R |
| Professionalism and responsive attitude and behaviour towards colleagues and external stakeholders. | E | A,I,R |
| Commitment to quality service. | E | A,I,R |
| Strong administration and organisation skills, with the ability to plan and work on own initiative. | E | A,I,R |
| High standards of accuracy and attention to detail. | E | A,I,R |
| Positive attitude to learning new skills and personal development. | E | A, I, R |
| Commitment to the Trust's vision, values, aims and objectives. | E | A, I, R |
| Other | | |
| Committed to equality of opportunity and the safeguarding and welfare of all pupils | E | A, I, R |
| This post is subject to an enhanced DBS disclosure | E | A, I, R |

Key to Evidence:

- A – Application Form & Letter
- C - Certificates
- I - Interview
- R – Reference

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| Job Title: | Finance Assistant |
| Multi Academy Trust: | Ted Wragg Multi Academy Trust |
| School: | Ted Wragg: Central Services |
| Responsible To: | Finance Manager |
| Salary Grade: | Grade C + 2 Market Supplements (30 to 37 hours a week, all year round) Range: (£18,933 to £20,493 plus pay award pending) |

1. Key Purpose of Job

Purchase ledger and support across finance functions to ensure the efficient operation of the Trust.

2. Key Duties and accountabilities of the post

Purchase Ledger:

- Processing purchase orders promptly.
- Matching and processing of purchase invoices
- Reconciliation of supplier statements, resolving issues arising.
- Dealing with supplier enquiries and disputed invoices.
- Preparation of payments to suppliers by BACS and cheque.
- Review and control of aged creditors.

Ledger support: various functions in support of the accounting team which may include:

- Sales Ledger invoicing, income accounting and debt recovery (including payment plans on the occasions this is necessary).
- Ensuring the debt collection system is followed to ensure timely payments, bringing matters to the attention of the Finance Manager at an early stage.
- Administering accounting processes, including cash receipts, online payments, petty cash and purchases made with credit cards.
- Maintenance of financial and other records: utility consumption, school trips etc..

General:

- Maintenance of our central financial system (Civica) and other relevant systems.
- Responding to queries (staff and customers).
- Support to schools, including assistance in operating key financial systems.
- Work with schools to embed and monitor controls.

The postholder will be expected to maintain a good knowledge of the Trust's financial procedures and regulations and ensure strong controls are operated in compliance with regulations and law.

A high standard of customer service is required including high quality financial management, information, and support.

3. Supervision / Line Management Responsibilities of the post

The post holder does not have any line management responsibilities.

4. Working Environment & Conditions of the post

The post holder may be required to travel to and work with any school within the Trust.

5. Other Duties

- Develop an understanding of the MAT policies and procedures, complying with their contents and raising concerns in a timely manner.
- Identify personal training needs and participate in training and performance development whenever required.
- Actively participate in performance management processes.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the roles of the finance team and other professionals.
- Attend and participate in relevant meetings as required.
- Undertake any other duties appropriate to the grade of the post. In addition, the post-holder must be committed to safeguarding and promoting the welfare of children and young people.

6. Other Information

- a) The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
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| Good knowledge of MS Office, with the ability to use Excel and Word at a level commensurate with the role | E | A,I,R |
| Experience and knowledge of financial systems in a business and/or educational environment | D | A,I,R |
| Experience of purchase and sales ledger | D | A,I,R |
| Other relevant experience – reconciliations, income and cash accounting, payroll etc. | D | A,I,R |
| Behaviours | | |
| Resilience and the ability to work under pressure and be able to meet deadlines. | E | A,I,R |
| Ability to work constructively as part of a team and as an individual. | E | A,I,R |
| Excellent communication skills (written and oral) | E | A,I,R |
| Excellent interpersonal skills. | E | A,I,R |
| Professionalism and responsive attitude and behaviour towards colleagues and external stakeholders. | E | A,I,R |
| Commitment to quality service. | E | A,I,R |
| Strong administration and organisation skills, with the ability to plan and work on own initiative. | E | A,I,R |
| High standards of accuracy and attention to detail. | E | A,I,R |
| Positive attitude to learning new skills and personal development. | E | A, I, R |
| Commitment to the Trust's vision, values, aims and objectives. | E | A, I, R |
| Other | | |
| Committed to equality of opportunity and the safeguarding and welfare of all pupils | E | A, I, R |
| This post is subject to an enhanced DBS disclosure | E | A, I, R |

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