

## The appointment of **Finance Assistant**

*Required for November 2017*



We are looking to appoint a Finance Assistant with a good understanding of finance and the ability to work well with students and staff. As well as working within our finance team, the successful post holder will also become a Learning Coach. This student facing role involves providing support to a small group of students and monitoring their academic progress.

The Finance Assistant role is an important one both within the Academy and beyond and the successful candidate will require the professionalism, organisational skills and attention to detail to impress a wide range of stakeholders. Previous experience of work within a school context would be an advantage.

Chelsea Academy is graded outstanding by Ofsted and SIAMS, is a World Class School and a member of the Leading Edge network. In the summer we achieved our best ever GCSE and A level results in terms of both progress (top 10% nationally) and attainment. However, we are much more than a successful, academically focused school. We believe in educating the whole child and our Christian values of joy, perseverance, servant leadership, charity and forgiveness underpin everything we stand for. It is important that all of our staff, whether they are teachers or not, work closely with our young people and ensure that they are successful in all that they do. We are looking for staff who will always go the extra mile for our young people and believe that education happens both in and out of the classroom.

Chelsea Academy is a great place to work (we are one of the few schools in the country with Investors in People Gold), our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We want all of our staff to be outstanding and so offer unrivalled professional development and support. This includes a CPD session every week and access to a library of online courses besides bespoke training available for individual roles to carry out their responsibilities. Pastoral training is also available to help staff mentor students as Learning Coaches. Academy staff have access to a wide range of benefits these include a private healthcare package, 24 hour GP service, physiotherapy and a confidential well-being support line as well as a laptop and free lunch.





Please visit our website for an application form that needs to be completed and returned to the Academy. Sorry but we do not accept CV's. The deadline for applications is **Monday 23rd October 2017 at 12pm** , and interviews are expected to take place on **Thursday 2nd November 2017**. It will assist the shortlisting process if applicants can address directly the criteria in the candidate specification in their supporting statements.

If you have any further questions about this post then please feel free to contact Anisha Yatally (HR Adviser) who will put you in contact with the relevant staff member. Visits to the Academy and / or requests for informal discussions with the Principal are welcome and can be arranged by Anisha.

#### **Equal Opportunities and Safer Recruitment**

Chelsea Academy is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability, however, we do expect all our staff to note and follow our Christian ethos which is outlined on our website. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced police / Security Disclosure and Barring Service (DBS) check prior to starting employment with the Academy.

If you want to work in a happy, purposeful inner city Academy with a strong Christian ethos and commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

Yours faithfully

**Matt Williams**  
**Principal**



## **CHELSEA ACADEMY FINANCE ASSISTANT**

### **JOB DESCRIPTION**

<b>Purpose</b>	To work under the direction of the Finance Manager to provide support and capacity to ensure the effective delivery of financial operations of the Academy
<b>Reporting to</b>	Finance Manager
<b>Working time</b>	36 hours per week, term time only + 4 weeks

### **DUTIES AND RESPONSIBILITIES:**

The Finance Assistant will support the Finance Manager in the following duties and responsibilities:

Liaise with the Finance Manager / Director of Finance and Operations on all matters dealing with the following areas of financial matters.

#### **1. General Finance**

- Data entry and maintenance of accounting records on the school's finance system (PS Financials) including printing of regular operational reports.

#### **2. ParentPay and Cash Management**

- Assist with daily operational tasks relating to cash transactions.
- Administration of ParentPay system
- Coordinate with Curriculum areas in arranging for collection of payments relating to school trips, book deposits and exams, generating letters and providing timely payment updates
- Ensuring that all parent and teacher queries are dealt with quickly and efficiently

#### **3. Accounts Payable & Receivable**

- Rising of academy purchase orders in coordination with Curriculum areas and other operational departments.
- Assist with processing of orders and invoices and preparation of weekly pay runs
- Deal with enquiries from suppliers regarding deliveries and payments.
- Issuing supplier statements and following up on debts and overdue payments
- Assist Finance Manager with the management of student bursaries and other payments

#### **4. Other**

- To deputise in the absence of other office staff.
- To actively seek training and development for the role of Finance Assistant.
- To take part in training and performance management procedures.
- To carry out any other reasonable duties within the scope of the post as requested.
- To contribute to the development of the Academy's Christian ethos.

- To support the Academy Mission Statement.
- Meet all of the general requirements of an Associate staff member at the Academy for example being aware of all relevant policies and procedures, participation in the performance management system, raising any concerns regarding health & safety and undertaking specific training and continuing personal development.

**Pastoral**

Along with other Associate Staff, to serve as a Learning Coach to a small group of students which help build relationships between all staff and students. Responsibilities will include:

**1. Responsibilities related to the care of students as individuals**

- To gain knowledge of students as individuals, particularly with regard to emotional, behavioural and medical details and also about academic strengths and weaknesses.
- To provide appropriate care and supervision to help each student function and progress as fully as possible in the Academy, both socially and academically.
- To be the initial point of contact with parents / carers and refer issues, as necessary, to Heads of Year.

**2. Responsibilities related to behaviour and discipline**

- To promote and encourage good standards of behaviour in line with the Academy's behaviour policy.
- To check that uniform requirements are met and promote and encourage high standards of appearance and tidiness.
- To supervise the behaviour of students in the coaching group base during coaching time.

**3. Administrative responsibilities**

- To monitor attendance and follow up absences in conjunction with the Students Services Co-ordinator and Inclusion Manager as relevant.
- To check regularly and sign students' Home-Academy Planners.
- To attend year team meetings and any other relevant meetings as required.

**PERSON SPECIFICATION**

Category	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>At least 5 'O' Levels / GCSEs which must include Maths and English Language (A*-C) or hold equivalent qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Finance related training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working within an office environment.</li> <li>Experience of using computers for office administration.</li> </ul>	<ul style="list-style-type: none"> <li>At least two years' experience working within a busy finance environment, preferably in a school or other educational environment.</li> <li>Experience of using PS Financials</li> </ul>
<b>Skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>Have well-developed ICT skills and a strong awareness of the role of ICT within the designated role.</li> <li>Have organisation skills and ability to work under pressure and meet deadlines.</li> <li>Strong numeracy skills</li> <li>Commitment to continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in using Microsoft Office Products (MS Word and Excel, updating and maintaining databases and the use of email).</li> <li>General awareness of book keeping, accountancy software, including invoice and purchase ledger input</li> <li>Evidence of Continuous Professional Development</li> </ul>
<b>People, Relationships and Communications</b>	<ul style="list-style-type: none"> <li>Be willing to work flexibly and is reliable and trustworthy.</li> <li>Have high levels of personal integrity as befits a role of this importance Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.</li> <li>Be able to build strong professional relationships with staff and students</li> <li>Possess integrity, optimism, resilience, calmness and a sense of proportion.</li> <li>Have a flexible, creative approach to work, able to deal with conflicting pressures</li> <li>Possess excellent written and verbal communication skills</li> </ul>	