

Richmond West Schools Trust
C/O Waldegrave School
Fifth Cross Road,
TW2 5LH

November 2017

Dear Applicant

RWST
Finance Assistant
Scale 4, Point 18-21
Hours 36 hours, 41 weeks

Thank you for your interest in the above post based for RWST. This pack includes the job description and person specification as well as information about the Trust. We will use the person specification as the basis for selection for interview.

The successful candidate will be joining the trust at a very exciting time. Waldegrave School and Teddington School have led the formation of RWST and are finalising their official transfer to the Trust, which is anticipated to be 1 January 2018. Twickenham School and Hampton High joined RWST on 1 November 2016. We would welcome applications from those looking to work flexible hours if desired.

I hope you will decide to apply. Please download further details and an application form from the jobs page of our website <http://www.twickenhamschool.org.uk/483/vacancies>. Please submit your application form addressed to the Chief Operating Officer, Mr Avere Hill by e-mail to: jobs@rwstmat.org. In case of difficulty downloading the application form or information pack, please send an email to jobs@rwstmat.org.

Closing date for receiving applications is by noon on **Monday 27 November 2017**. Applications will be reviewed on receipt and interviews may take place prior to closing date.

The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit one of our schools for a tour and informal discussion please contact Siobhan Webb our HR Manager on 020 8894 4503 or email to jobs@rwstmat.org.

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely

John Wilkinson
CEO
RWST

Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email. **Only applications submitted on the Trust's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

jobs@rwstmat.org

- You will be asked to sign a hard copy if you are appointed.
- Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

Job Profile

Job Description: Finance Assistant

Job title:	Finance Assistant
Salary range:	Scale 4, point 18-21 £19,917- £21,984 FTE £17,827 - £19,677 Pro rata
Hours:	36 hours, 41 weeks per year
Accountable to:	Finance Officer

Core Purpose

- Accurate processing of all transactions for the Trust from initial order to payment.
- Following systems and processes to keep accurate records of the School finances
- Support the Finance Officer to ensure the School finance processes are robust and followed at all times.

Specific Responsibilities

- Accurately maintain financial records using PS financials, excel and other databases
- Purchase Orders –processing orders accurately and efficiently, advising staff, dealing with any returns, matching delivery notes and settling invoices.
- Ensuring budget holders adhere to the financial procedures at all times
- Suppliers – Liaising with suppliers, reconciling statements and investigating and resolving queries, quickly and accurately
- Purchase Ledger- Maintain supplier list, entry and allocation of invoices and payments
- Sales Ledger – raise invoices, allocate income and credit control
- Bank/Cash Ledger- Receipting and banking cheques and cash and processing online payments
- Expenses- Processing staff expense claims
- Petty Cash – processing payments, maintenance of Petty Cash Book and reconciliation.
- Maintain accurate records for trips and other ad hoc income
- Regular reconciliation of sales and purchase ledger records
- Filing and maintenance of all folders and files relevant to the job role.
- Reporting to and working with the Finance Officer on a daily basis.
- Providing financial information when required by staff, governors and auditors
- Ad hoc duties commensurate with role to assist the Finance Officer

General Responsibilities

- Compliance with trust financial regulations at all times
- Consistent delivery of finance service to all schools in the Trust
- Working collaboratively to ensure best practice is maintained at all levels
- Undertake other duties as required in line with overall grading and purpose of the job.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.

Person Specification – Finance Assistant

Qualifications

Essential

- Good standard of education (minimum of good GCSE levels or equivalent in English and maths)

Desirable

- Qualification in book keeping or AAT Foundation Level.

Experience

Essential

- Experience of working in a similar finance role

Desirable

- Experience of working in Education Sector
- Experience working with PS Financials

Skills and Abilities

Essential

- Good IT skills and confident in the use of Microsoft Excel, Word and Outlook
- Ability to communicate effectively on the telephone and in person
- Strong attention to detail and able to produce work with a high level of accuracy
- Good organisational and workload management skills specifically with the ability to prioritise own work and reprioritise when necessary
- Able to work in an office environment that often demands high levels of concentration, while coping with frequent interruptions
- Integrity and understanding of care needed with sensitive information
- Able to respond to changing priorities
- Able to manage a high volume workload
- Able to analyse information
- Good problem solving ability
- An understanding of the importance of confidentiality

Qualities

- Commitment to continuous professional development of yourself and others
- Ability to relate well to all types of stakeholders for example students, suppliers and contractors, governors, local authority staff
- A commitment to positive and healthy outcomes for young people
- Ability to listen effectively and be sensitive to others
- A demonstrable commitment to the safeguarding of students and child protection
- A demonstrable commitment to equal opportunities