



Finance Assistant

Required as soon as possible

Recruitment Information Pack

Bradford Forster Academy
Fenby Avenue, Bradford BD4 8RG

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Dear Colleague

Finance Assistant

Thank you for taking an interest in joining my staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1st September 2015. The Academy started with year 7 students, working up to five year groups in 2019.

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students' experience high levels of economic and social disadvantage. As Head of School I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There will be a strong emphasis on relationships between staff, students and parents; the Learning Guide will be the first point of contact with the family. The Christian ethos of the academy will support and encourage students and staff to explore their own and other faiths and develop their spiritual awareness. This will be integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for learning and would like to visit us at our best, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply.

With all good wishes.

Wendy Adeniji
Head of School, Bradford Forster Academy

Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.
- Establishing an outstanding Academy (Ofsted Grade 1) within 3 years of opening.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

Finance Department

Introduction

We are looking for an innovative, hardworking Finance assistant to support the Business Manager. This role is pivotal in providing financial support for the day to day administration that enables the smooth running of our finance department in a professional, accurate, efficient and timely manner. We use PS Financials as our Financial Software.

Applicants should be of smart appearance with good communication skills, have an attention to detail, and be able to manage varied tasks in a busy, team environment. A friendly, professional approach to work is essential. The successful candidate will be computer literate, familiar with Microsoft Word and Excel as well as office procedures and be able to work under direction and using their own initiative. Previous experience of using school finance software will be an advantage. Training will be provided.

Application Process

The closing date for all applications is **12.00pm on Friday 12 January 2018.**

Completed applications must be returned to Barbara Blackham at Bradford Forster Academy ideally by email to: b.blackham@bradfordforsteracademy.co.uk

Postal applications should be returned to Barbara Blackham, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 019501.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Bradford Diocesan Academies Trust (BDAT)

About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

As of September 2017, the Trust has Academy orders to support 14 Church and non- Church academies across Bradford. This includes four secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and ten primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

Job Description

In conjunction with successful applicant, this job description may be renegotiated after the first year.

REPORTING TO: Business Manager

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

PRIME OBJECTIVE OF THE POST

To be responsible to the Business Manager for the provision of an efficient financial service to the College working to strict time schedules.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES

N/A

SUPERVISION AND GUIDANCE

Responsible to the Business Manager referring complex issues for guidance but expected to work with minimal supervision and be proactive. May on occasion receive guidance from teaching staff on the preparation of documents and materials.

RANGE OF DECISION TAKING

Decisions mainly within established Academy policies, practices and procedures but is often called upon to act on own initiative.

To liaise with academic staff to ensure time schedules are met.

To interpret guidelines to ensure consistency and accuracy of information.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC

Responsible for the handling, accounting and banking of substantial amount of cash.

Access to confidential information relating to Academy finances, staff, pupils, parents, examinations etc.

RANGE OF DUTIES

1. Place orders following checks for correctness/balances.
2. Pay invoices following checked correct.
3. Maintain PSF financial records on the admin system.
4. Liaise with suppliers and contractors.
5. Maintain manual-enabling account record.
6. Responsible for chequebook – writing cheques, paying-in book.
7. Responsible for income – prepare invoices, cash, cheques, receipts, banking.
8. Maintain petty cash records and pay out petty cash.
9. Reconcile from bank statement.
10. Reconcile bank statement to tab and manual record, investigating discrepancies.
11. Issue monthly statements of expenditure to departments and deal with resulting queries.
12. Ensure Asset Register is completed and kept up to date on a regular basis
13. Vigilance for signs that students may be being abused and to report any suspicions to College's nominated co-ordinator or the Head of the Academy.
14. To support, uphold and contribute to the development of the Academy's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
15. May from time to time be required to undertake other duties commensurate with the grade level of responsibility defined in this job description.

NOTE

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

Post Title:

Summary of post as outlined in attached Job Description

This person specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the person specification.

Person specification – Finance Assistant

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none">• 5 A - C GCSEs (or equivalent) pass in English and Maths.• 2 A levels, NVQ level 3 or equivalent experience	<ul style="list-style-type: none">• First Aid qualification	Application form, certificates.
Experience	<ul style="list-style-type: none">• Successful experience of working in a Finance Assistant role• Recent experience in public or private sector administration, using computerised management information systems• Experience of working with Microsoft Office applications• Experience of working with SIMS.• Recent customer service experience		Application form, interview
Training	<ul style="list-style-type: none">• Prepared to undertake further job-related training as required.		Application form
Special Knowledge	<ul style="list-style-type: none">• Knowledge of office methodologies (eg manual and electronic filing systems, correspondence files etc)		.
Personal	<ul style="list-style-type: none">• Must be legally entitled to work in the UK (Asylum		Sight of appropriate

Circumstances	<p>and Immigration Act 1996).</p> <ul style="list-style-type: none"> • Able to work the specified hours of the post. Will not require holiday leave during term time. • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance. 		documentation as specified in interview letter.
Disposition and Adjustment	<ul style="list-style-type: none"> • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and effective listening skills. • Good sense of humour. • Flexibility and willingness to accept change. • Willingness to undertake a diverse range of duties according to the demands on the team. • Approachable, courteous and able to present a positive image of the academy to all stakeholders. • Maintain confidentiality in matters relating to the academy, its students, parents and carers. 		Application form, Interview and reference
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Good written communications skills. • Good numeracy skills. • Keyboard skills and ability to work with precision and speed. • Must demonstrate good interpersonal and listening skills. 		Application, interview and references
Physical and Sensory	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability and Discrimination Act 1995. 		Interview and reference
Christian Ethos	<ul style="list-style-type: none"> • Commitment to promoting the Christian ethos, values and truths in all elements of Academy life and education. 	Be a practicing member of a church affiliated to Churches together in Britain and Ireland or a church with is in full sympathy	

FINANCE ASSISTANT

37 hours per week, All Year Round (Permanent)

Start Date: Required as soon as possible

Salary: Band 6 (17-21) Actual Salary £17,772 per annum

Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1st September 2015 and now has 550 students on roll in years 7, 8 and 9. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.

We are seeking to appoint a talented, inspirational, creative and ambitious individual who can make a sustained and substantial contribution to the growth and development of the Academy.

The successful candidate will:

- Provide efficient and effective financial support across the Academy
- Process supplier orders, invoices and sales invoices, ensuring focus on accuracy and attention to detail, following agreed procedures
- Credit Control including liaising with external customers and suppliers
- Handling and banking of money and petty cash
- Assisting with month end preparation
- Other ad hoc duties as required by the Business Manager
- Have high levels of enthusiasm, energy, resilience and determination.
- Be committed to the ethos and culture of Bradford Forster Academy.

We can offer you:

- An attractive, very well resourced working environment.
- Effective and supportive colleagues.
- Opportunities for personal and professional development.

Closing Date: 12.00 noon Friday 12 January 2018

Interview Date: w/c 22 January 2018

For full details, application form with information pack, please visit our website

<http://www.bradfordforsteracademy.co.uk/job-vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).