



**Notre Dame**  
CATHOLIC SIXTH FORM COLLEGE

*have faith in your future*

## **FINANCE ASSISTANT**

**Term time only.**

**Weekly hours negotiable, between 27.5 to 37 per week (to suit the applicant).  
Salary in the range of SCP 22 £18,494 to SCP 29 £23,170 per annum, pro rata,  
dependent upon skills, experience and/or qualifications.**

### **BACKGROUND**

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1,900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is oversubscribed. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last few years, including new science labs and the latest addition opened last year.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Notre Dame's success rate makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships.

### **Recruitment and Selection Policy Statement**

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

## **FINANCE ASSISTANT JOB DESCRIPTION**

Applications are invited for the above post working in the College's Finance Office. Applicants must be enthusiastic, self motivated and able to work accurately and to deadlines. Duties include: creating BACS schedules, raising orders and entering invoices for payment; liaising with creditors; counter duties dealing with students and staff, cash collection; preparing banking; filing; liaising with members of staff over purchase invoices etc.; other general duties associated with a busy Finance Office.

JOB TITLE:	Finance Assistant
DEPARTMENT:	Finance/Administration
RESPONSIBLE TO:	Director of Finance and Resources, Finance Manager
FUNCTION:	To provide support in the financial administration of the College
HOURS OF WORK:	Permanent, 27.5 to 37 hours per week Term Time (190 days per year). Between 0.6194 to 0.8482 full time equivalent.

Salary will be in the range of Sixth Form Colleges Association pay scales scp 22 to 29: £18,494 to £23,170 pro rata; depending on skills, experience and/or qualifications.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

## **DUTIES AND RESPONSIBILITIES**

### **Financial Administration**

- i) Adhering to College Financial Regulations and Procedures and other College policies at all times.
- ii) Preparing BACS schedules for student hardship funds in a timely manner.
- iii) Prepare and process purchase orders, operating under value for money constraints, using the College's computerised commitment system (current Financial software package is: Symmetry).
- iv) Check goods received and arrange their distribution. Deal with damaged goods/incorrect deliveries.
- v) Obtaining signatures on invoices and posting invoices on to the College accounts ready for payment.
- vi) Dealing with correspondence and creditor enquiries.
- vii) Banking/cashier duties – preparing cash/cheques for bank deposit (weekly collection).
- viii) Creating/maintaining filing systems and filing on a routine, weekly basis.
- ix) Provide front line service to staff and students at the Finance Office counter, e.g. Administer locker key distribution to students  
Collect and record all cash payments in, and issue receipt as appropriate  
Issue mobile phones and record details of issue and return  
Issue receipt books and record details of issue
- x) Monthly update of outstanding orders, termly review of creditors on file.
- xi) Monitoring of College trips/visits – income and expenditure.
- xii) Creating/maintaining Excel spread sheets as required.
- xiii) Word processing documents and correspondence as required.
- xiv) Maintain authorised signatories list. Ensure all invoices/requisition forms etc are signed.

- Processing invoices/credit notes etc. using Symmetry.
- xv) Responsible for balancing petty cash floats.
- xvi) Assisting in all financial and administrative duties as required.

## OTHER

Any other duties, required by the Principal (or his representative) which are commensurate with the post or grade.

## POST OF FINANCE ASSISTANT

### PERSON SPECIFICATION

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

## PERSONAL AND PROFESSIONAL REQUIREMENTS

### Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = References

### Essential

### Method of Assessment

• Excellent communication skills, verbal and written and relevant qualifications to level two as minimum	A, I, R, C
• Knowledge/use of Financial software packages	A, I, R
• Experience in using Office software e.g. Word and Excel and suitable relevant qualification or compensatory experience	A, I, R, T
• Able to work accurately to tight deadlines	A, I, R
• Self motivated with high levels of commitment and reliability	A, R
• Able to work effectively as part of a team	A, I, R
• Excellent organisational skills and ability to prioritise personal workload	A, I, R, T
• Willingness to undertake relevant training under the College's appraisal scheme	A, I
• Support for the Catholic ethos of the College	A, I
• Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory references and a Disclosure and Barring Service check).	A, I, R

### Desirable

• Knowledge/ experience of Symmetry	A, I, R
• Experience of working in a similar department/ Educational environment	A, I, R
• Relevant qualification	A, I, R, C
• Qualification in/or experience of creating Excel spreadsheets	A, I, R, C

## **COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: Thursday, 28 June 2018**

It is intended that interviews will take place on Tuesday, 3 July 2018.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.