



## **Finance Assistant**

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*Candidate Information Pack*

*November 2018*

## Finance Assistant – Post Details

The Kingston Academy seeks a Finance Assistant to provide support to our Finance Officer in ensuring that all Trust transactions are accurately processed from initial order to payment and that school finance processes are adhered to at all times.

Job title:	Finance Assistant
Salary range:	Scale C, point 10-14 £20,080 - £20,207 FTE £18,380 - £18,497 Pro rata
Hours:	40 hours, 41 weeks per year
Accountable to:	Finance Officer

## Application Process

Please visit the Careers section of the school website where you will find the details for this role and a link to an online application form.

## Assessment Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out a finance related in-tray exercise;
- Meeting with a panel of our pupils for informal question and answer session;
- Interview with Head Teacher, Finance Officer and Chief Operating Officer.

## Key Dates

- Deadline for applications is midday on Monday 26<sup>th</sup> November.
- Assessment day will take place on Friday 30<sup>th</sup> November 2018. (Candidates should keep this day free when applying for the role).

## Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks,

including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy, a new Outstanding secondary school. I am delighted that you are considering joining our accomplished team. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

The successful candidate for this role joins us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 brings total pupil numbers to over 700, whilst our original History Makers, now in Year 10, have started their KS4 studies. In addition, planning for the development of our Sixth Form now begins in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises teaching professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities, supported by an experienced and committed operations team. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic staff cohort and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this new role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application, to meet with our Finance Officer and talk about the role, the Academy, the staff and pupils, our governance and the vision for the school. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact my PA, Justine Free, on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.

Ms Sophie Cavanagh  
Head Teacher

## Background to the school

The Kingston Academy is an ambitious new Outstanding secondary school, set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has four year groups (7, 8, 9 & 10) and will grow annually by one additional group, eventually to include a sixth form.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. Our recent Ofsted Inspection (May 2018) resulted in the school being judged 'Outstanding' in all categories.

The school is located in newly renovated premises built around a central quadrangle garden, not far from the river in North Kingston. In 2019, we look forward to taking possession of our significant new build extension. This will offer the school a wide range of additional state-of-the-art facilities: STEM laboratories, a demonstration workspace, sports hall and fitness suite, classrooms, catering hall and much more.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.



### Job Description: Finance Assistant

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### 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 HCSS, 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
- Working collaboratively to ensure best practice is maintained at all levels
- Undertake supervision duties at break and lunch as required
- 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 bookkeeping or AAT Foundation Level.

#### Experience

##### *Essential*

- Experience of working in a similar finance role

##### *Desirable*

- Experience of working in Education Sector
- Experience working with HCSS

#### Skills and Abilities

##### *Essential*

- Good IT skills and confident in the use of Google Docs, 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

## Finance Assistant

- 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



