



ST JAMES'

CATHOLIC HIGH SCHOOL



Finance Officer

Candidate Information | February 2020



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2017) located in Stockport, South of Manchester. Our school is made up of 800 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2019, **84% of students achieved at least a grade 4 in English & Mathematics** while **65% of students achieved a grade 5** in these subjects
- **64 grade 9s and 134 grade 8s in 2019** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in Mathematics, English, Open subjects and the Humanities placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is to strive for excellence whilst keeping our Catholic roots at the centre of everything we do. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, or would like to arrange a visit please contact Kaya Roddick, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamescheadle.co.uk

Anthony Pontifex
Headteacher



Governors seek the following appointment, as soon as possible

Finance Officer

NJC Scale 4 £19,544 - £21,166 pro rata

Hours: 32.5 per week, term time only (plus up to 5 inset days as required)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2017, with "Outstanding" Outcomes for Pupils

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Finance Officer

Closing Date: Wednesday 19th February 2020, 12 noon

Interviews: 24th February 2020

Please note a current CES application form (version 14) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to headteacherpa@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Finance Officer

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Purpose

We are seeking to appoint a Finance Officer, who will have overall responsibility for the efficient and secure administration of the school's finances on a day to day basis, reporting to and in liaison with the School Business Manager. The ideal candidate will have experience of financial procedures, cash handling and cash security in a school or similar public sector environment. Knowledge of FMS would be an advantage, although full training will be given.

Key Responsibilities

Orders

- To process, using SIMS FMS, requests for services and goods from suppliers.
- Where relevant researching suppliers for best value.
- To chase progress of orders and requests for services.
- To check goods received, process invoices and reconcile payments.

Expenditure

- Overseeing the coding of invoices with the correct expenditure code, ensuring they are logged on the system, distributing to budget holders for authorisation.
- Raising manual cheques for payment where required.
- Organising a regular BACS run, ensuring creditor terms are maximised.
- Overseeing the raising of credit notes/cancelling invoices.
- Overseeing department recharges for photocopying
- Overseeing and ensuring statements are checked and copy invoices requested when needed.
- Ensuring adequate funds in credit account for purchases to be made and cash book journals entered
- End of month reporting to Heads of Department in conjunction with School Business Manager

Income

- Overseeing the matching of receipts with invoices
- Recording any non-invoiced income against relevant expenditure code
- Administration of the school lettings account in conjunction with the site manager
- Banking of cash & cheques including school meals income

Petty Cash

- Overseeing requests from staff for advances/ reimbursements and the distribution of cash/cheques
- Overseeing posting records on system
- Arranging for reimbursement cheque to be cashed

Other Duties

- Having an overall awareness of the need to match spending to Budget, alerting Business Manager to potential overspending
- Overseeing and ensuring that all records are kept up to date, e.g. regularly checking for and cancelling out of date orders.
- Journal Processing
- Dealing with any banking errors notified
- Having overall responsibility for the Parent Pay System. Setting up trips, activities and sales and reconciling these once completed
- Support with procuring new contracts and services
- Biometric System management
- Key holder for the school safe
- Monitoring of the Finance email account
- Supporting Year end procedures



Finance Officer

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths	✓		✓	
A relevant professional management qualification		✓		
Degree or equivalent qualification		✓		
Commitment to personal/professional development	✓		✓	
Experience				
Experience of working in a school office environment		✓	✓	
Experience of budgetary management and control	✓		✓	
Knowledge and experience of a variety of financial management systems and processes and procedures	✓		✓	✓
An awareness and understanding of school/public sector finance/resources management information systems		✓		
Experience of using SIMS FMS		✓	✓	
Experience of using ParentPay		✓		✓
Cash handling responsibility		✓	✓	
Professional Knowledge				
Knowledge of and commitment to relevant school policies including Safe-guarding/Child protection and Health and Safety		✓	✓	✓
Excellent, up to date, working knowledge of MS office suite of applications	✓		✓	✓
Personal skills and qualities				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓			✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Ability to prepare work of a high quality with accuracy	✓		✓	✓
Ability to act on own initiative, dealing with any unexpected problems that arise	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓

Contact

KAYA RODDICK

PA to the Headteacher

0161 482 6900

headteacherpa@stjamescheadle.co.uk

www.stjamescheadle.co.uk

St James' Catholic High School

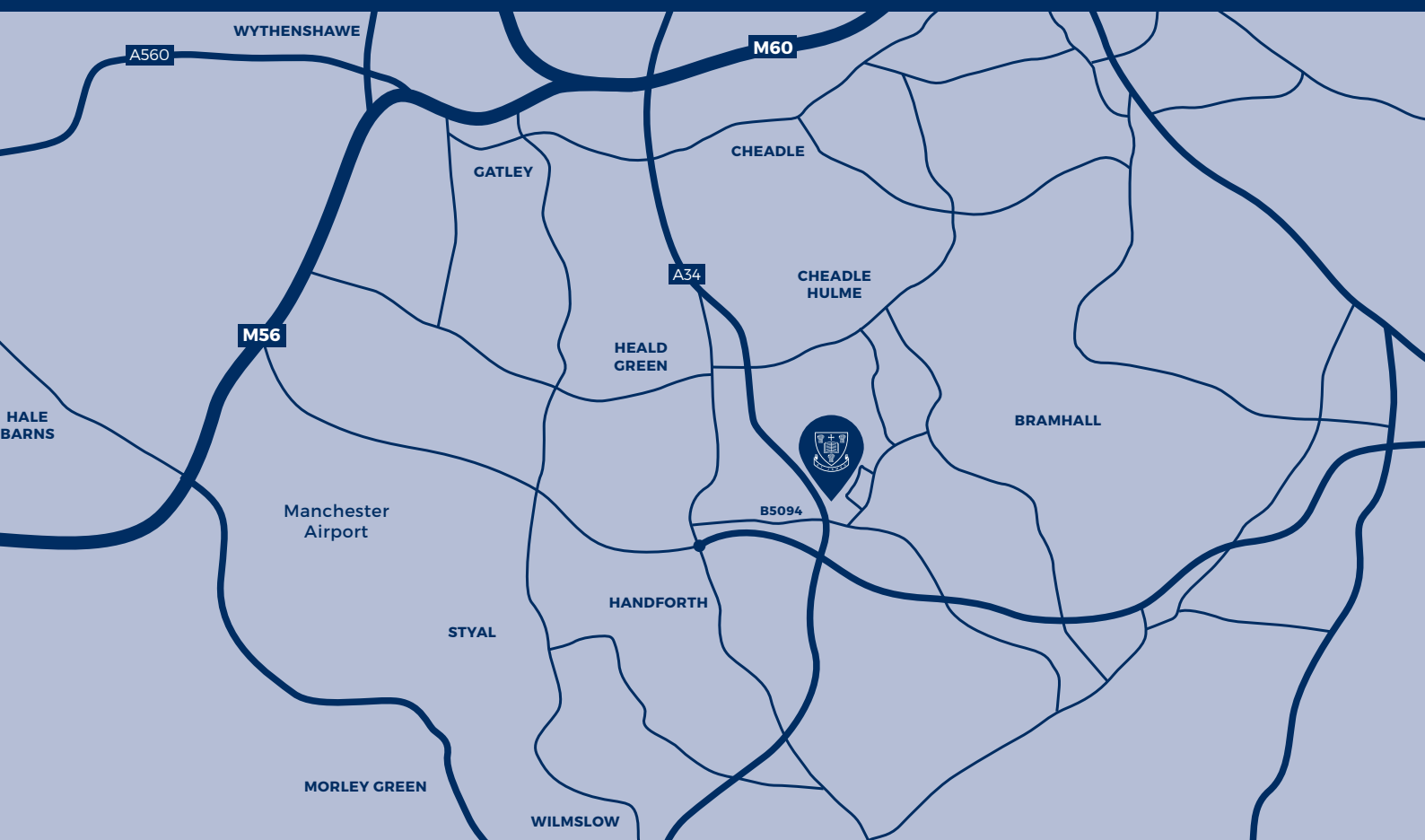
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



ST JAMES'
CATHOLIC HIGH SCHOOL

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Matthew 19:26