

Cluster Finance Assistant



Oasis
Academy:
Pinewood

Oasis
Academy:
Hadley

Oasis
Academy:
Enfield

Dear Applicant,

Thank you for your enquiry regarding the position of **Cluster Finance Assistant** for our Enfield, Hadley and Pinewood cluster. We are looking for a dedicated assistant to join our cluster finance team. The successful candidate will be based in one of the two Enfield academies.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it to David Tyrrell, HR Assistant, by either of the following ways:

Email: hr@oasishadley.org

Post: HR Team
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX

If you would like to discuss the post please contact David on 020 8804 6946 ext. 73012 or hr@oasishadley.org.

The closing deadline for applications is no later than **8am on Wednesday 4th September**. Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Monday 9th September 2019**. If you have not been invited to attend by **Friday 6th September 2019** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyhadley.org, or www.oasisacademyenfield.org if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Lynne Dawes
Executive Principal
Oasis Academy Enfield and Oasis Academy Hadley

About Oasis Academy Enfield, Oasis Academy Hadley and Oasis Academy Pinewood

About Oasis Academy Enfield

Oasis Academy Enfield, a secondary school, opened in September 2007 as a new secondary academy and takes students from age 11 to 18 years. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 10 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 10 year History. In June 2018 Ofsted judged that the school continues to be good. The percentage of students achieving the top grades at both GCSE and A Level has risen over the years. The Sixth Form is becoming increasingly popular and outcomes are amongst the best within the Oasis group. Three quarters of students have progressed to university including Russell Group and other leading universities.

About Oasis Academy Hadley

Oasis Academy Hadley, an all through school, opened in September 2009 and takes students from age 2 to 18 years. In January 2013 moved to a new, state of the art building, on South Street, Ponders End, EN3 4PX, a two minute walk from Ponders End train station.

The Academy has been very successful since it opened. In 2016 the Ofsted Inspection judged the Academy to be good in all areas. The popularity of the Academy has increased year on year and we are now the school of choice for our local families and is over-subscribed in many year groups. The percentage of students achieving the best grades at both GCSE and A Level has risen significantly over the years. Over 94% of students have progressed to university including 54% Russell Group universities following a wide range of courses including from English, politics to engineering, psychology and law.

About Oasis Academy Pinewood

Oasis Academy Pinewood is a welcoming two-form entry primary academy located in Collier Row, Romford with good bus links and easily accessible by car from both Essex and London. Located on the doorstep of a beautiful and tranquil country park they are proud to have Quality Inclusion Mark flagship status and are a Forest School.

All three academies serve culturally and economically diverse local communities with high levels of students eligible for Free School Meals. The Enfield academies have over 70% of students from ethnic minority backgrounds, with over half with English as an additional language. Diversity at Pinewood is also increasing rapidly as it becomes the school of choice for many families.

The academies work closely with their Local Authorities, local schools and other organisations for the good of all within the community. We offer a strong Continuous Professional Development programme and a supportive network of staff in a motivating working environment This is an exciting opportunity to make a real difference to the lives of children in North East London.

About the Finance Team

We are looking to recruit a Finance Assistant for the Oasis Enfield cluster which includes Oasis Academy Hadley, Oasis Academy Enfield and Oasis Academy Pinewood. This post assists the Academies with their purchasing and income collection by processing transactions in an accurate and timely manner and in accordance with Oasis policies and deadlines.

The ideal candidate is a self-starter who wishes to embark on a finance career. Some relevant experience is essential and the willingness to develop further. The post holder will be receiving support to complete the Association of Accounting Technicians qualification.

This role is vital for the effectiveness of the Cluster Finance Team and the management of the purchase and sales ledgers. Processing Purchase Order requisitions and invoices accurately and on time are essential to the integrity of financial reporting and budget monitoring. The ability to pay attention to detail and to communicate effectively with a range of individuals are a must as well as the ability to work under pressure to tight and conflicting deadlines.

The Cluster Finance Team is managed by the Cluster Finance Manager and it includes a Deputy Cluster Finance Manager, a Finance Officer and two Finance Assistants. The Finance team is responsible for the effective and efficient management of Academy resources and Finance processes while ensuring the long term success of the Academies.

This role is great opportunity for someone who wants to make a difference to the lives of young people and wishes to be part of an organisation that provides Exceptional Education at the Heart of the Community. This post is best suited for an individual who want to have a long running and successful finance career.

Job Description

POST:

Cluster Finance Assistant

ACCOUNTABLE TO:

Executive Principal,
Principal, Associate Principal
under the day-to-day
management and leadership
of the Cluster Finance
Manager

Salary:

Support Staff Scale, point 5 -
7 (Outer London)
£21,981 - £22,377 + Local
Government Pension
Scheme

KEY RELATIONSHIPS:

Academy Leadership Team;
Cluster relevant teaching
and support staff; Oasis
Community Learning staff;
LA representatives; partner
professionals; parents; local
community; other Oasis
Academies.

LOCATION:

The post will be based in one
of the cluster academies:
Oasis Academy Enfield,
Oasis Academy Hadley,
Oasis Academy Pinewood.

WORKING PATTERN:

37 hours per week
52 weeks per year

DISCLOSURE LEVEL:

Enhanced DBS

JOB PURPOSE:

Processing transactions in an accurate and timely manner and
in accordance with Oasis policies and deadlines

DUTIES

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy communities is recognised and respected.
- Contribute to the development of the Academies' vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Purchase ledger

- Process purchase requisitions are received from academies within the cluster on the accounting system in a timely manner
- Check that all purchase requisitions have been approved by the appropriate budget holder and in line with the cluster's scheme of delegation
- Receive and process all invoices for academies within the cluster, ensuring that the goods and services have been received and the expenditure has been approved via purchase requisition or approval of invoice on receipt.
- Record all expenditure against the relevant nominal code and cost centre, and that the correct VAT code is used
- Prepare the weekly or fortnightly BACs payment run and ensure that supplier are paid within payment terms
- Receive and check all statements from suppliers
- Investigate and action any issues that arise with regards to creditors
- Regularly review and maintain the outstanding purchase orders and goods received notes report.

3. Sales ledger:

- Process sales orders/requests received from academies within the cluster are processed on the accounting system in a timely manner
- Record all income against the relevant nominal code and cost centre, and that the correct VAT code is used
- Process all requests for sales invoices and sent to debtors promptly
- Monitored all income is so that prompt payment is received and update the Finance Officer of any outstanding debt

4. Parent Pay

- Manage and maintain Parent Pay system, reconciling income and following up with parent/carers overdue payments
- Set up new student and staff accounts upload staff and students data via MISync onto Parent Pay
- Create new payment items for all areas including student events and trips, holiday clubs, new staff and student accounts
- Ensure the Wrap Around Care Services process is followed
- Manage Wrap Around Care communication for parent/carers
- Provide statement of accounts for parents/carers and staff as requested

5. Bank account:

- Process paying in slips/ remittances are received from academies within the cluster on the accounting system in a timely manner
- Record all income from dinner money, trips etc. is recorded against the relevant nominal code and cost centre, and that the correct VAT code is used
- Process payment request forms received from academies within the cluster on the accounting system in a timely manner
- Record all payments against the relevant nominal code and cost centre, and that the correct VAT code is used

6. Other balance sheet accounts:

- Process petty cash returns are received from academies within the cluster on the accounting system in a timely manner
- Process credit card returns received from academies within the cluster on the accounting system in a timely manner
- Record prepayments, all invoices covering more than one period and meeting the materiality limits, on a spreadsheet for monthly posting

7. Payroll:

- Input correctly all relevant payroll data (timesheets, expenses, other non-contractual changes) received from the relevant departments on the payroll system in line with the National payroll timetable so they are ready to be checked off by an authorised colleague
- Carry out monthly payroll checks and identify potential inaccuracies and solutions
- Retain copies of all relevant paperwork in line with HMRC and internal audit requirements
- Escalate issues ensuring that errors are remedied and preventative action is taken so the issues do not recur
- Recode payroll expenses on a monthly basis, ensuring that all VAT is reclaimed where necessary
- Ensure data security at all time in accordance with General Data Protection legislation and make sure these measures are adhered to at all times

8. Other duties:

- Post journals to the accounting system to correct coding errors where necessary
- Answer telephones and pass on messages as required
- Attend training including the Academy's Training Days as required
- Attend team meetings
- Participate in the Academy's Performance Management process

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Person Specification – Cluster Finance Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least good GCSE passes in English and maths (or equivalent level 2) or ability to demonstrate literacy and numerical competency through proven experience 	<ul style="list-style-type: none"> AAT Qualification
Experience, Skills and knowledge	<ul style="list-style-type: none"> Previous experience in using accounting packages within an accounting environment Accurate numeracy skills Accurate written and oral communication skills Ability to report & present information effectively Good organisational skills, ability to use own initiative and pay close attention to detail Good working knowledge of Microsoft Office packages Ability to prioritise workload and deliver to tight deadlines Ability to converse at ease with staff, parents, students and members of the public and provide advice in accurate spoken English 	<ul style="list-style-type: none"> Previous experience in an accounts environment or equivalent within Education
<ul style="list-style-type: none"> Personal Qualities 	<ul style="list-style-type: none"> Honest and trustworthy Good team player Calm and adaptable with an ability to work within a flexible and busy environment Self-motivated and committed to self-development Supports the Academy's aims Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos Commitment to safeguarding and promoting the welfare of children and young people Willingness to undergo appropriate checks, including enhanced CRB checks Motivation to work with children and young people 	

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.