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1. **Saint John Houghton Catholic Voluntary Academy**
2. ***(part of Saint Robert Lawrence Catholic Academy Trust in the Diocese of Nottingham)***

**Job Description and Person Specification**

Job Title: Finance Clerk

**Closing Date for applications: Monday 16 October at 12 noon**

**Interview Date:**

**Thursday 19 October 2017**

Reporting to: Finance Manager

Contract: Fixed Term - to 30 September 2018

 (with the possibility of an extension)

Working Hours: 37 hours per week

Weeks per year: 41 weeks over a 52-week year (term time plus 2 weeks during the summer break)

Salary: NJC Points 14 to 18 - (£16,781 to £18,070 pro rata)

Start Date: As soon as possible

**About Our Academy:**

As a Catholic Voluntary Academy everything we do is based around our Mission Statement and we expect all who work with us to respect our distinctive Catholic ethos.

This post will be based at Saint John Houghton Catholic Voluntary Academy and the post holder may be required to provide advice to and attend sites of other academies within the Academy Trust.

The postholder will be employed under the terms of the Catholic Education Service contract for support staff.

**Saint John Houghton Catholic Voluntary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Purpose**

* To assist in operating and maintaining the Academy’s accounting procedures and systems in co-operation with the Finance Manager, ensuring that legal and Academy Trust procedural requirements are adhered to.

**Main Duties/Responsibilities**

* Operating Capita SIMs FMS accounting software in accordance with the academy’s Financial Procedures.
* Establishing contacts with a variety of outside suppliers of goods and services. Responsible for obtaining quotations, requisitioning goods and processing orders and invoices as required. Ensuring that the academy obtains best value for goods and services procured. Providing information on delivery status and budget balances as requested. Dealing with all enquiries relating to orders placed and invoices received.
* Producing BACS payments to pay suppliers, via Capita SIMS FMS and uploading to the secure banking system, whilst under the supervision of the Finance Manager.
* Responsible for the collection, reconciliation and banking of income into the academy’s bank accounts. Receipting payments received from students, parents/carers and updating both the online payment system and CAPITA FMS finance software accurately.
* Administering the Petty Cash Account manually and input transactions onto FMS.
* Supporting the Finance Manager in monitoring accounts within the academy’s Funding accounts, ensuring accounts are finalised after trips/events have taken place.
* Complete bank account reconciliations and ensure that they are signed by the Finance Director.
* The post holder will deal directly with outside organisations and parents over the telephone on a wide range of financial issues and pass them on to the relevant parties.
* Assist in the monitoring and development of effective systems of financial accountability and control in line with academy financial requirements.
* Assist with the maintenance of the systems affecting the academy, e.g. inventory control, driving licence checks (for the use of the minibus) and updating the Business Interest Register.
* Operating within the provisions of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
* Complying with the requirements of Health and Safety and other relevant legislation and academy policies.
* Assist in the administration of a wide range of other financial procedures as and when required.

**Working Environment**

* The post holder will be based in the Finance office as part of the Finance team.
* Dress code is smart and professional to reflect the image of the school and the standards of dress expected of the students.

**Person Specification**

*We will assess the criteria through our selection procedures which include: application form, covering letter, interview and references*

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| **Factor**  | **Essential**  | **Desired**  |
| **Values**  | Commitment to the Catholic Ethos and values of Saint John Houghton Catholic Voluntary Academy and Saint Robert Lawrence Catholic Academy Trust.  |  |
| **Experience Qualifications****Training** | * Good standard of general education with very good communication skills, with a minimum of GCSE grade C in both Maths and English
* Relevant experience of working within a financial accounting office
* Ability to produce accurate figure work to tight timescales
* Excellent working knowledge of Microsoft Office applications, particularly spreadsheet packages will be essential
* Excellent verbal communication skills for dealing with enquiries from pupils, parents, teachers and outside bodies in relation to financial issues
* Ability to work as part of a team where flexibility and the willingness to support colleagues will be essential
* A willingness to undertake appropriate training and development activity to support the requirements of the post and enhance own performance
 | * Some experience of working in a secondary school environment
* A relevant financial qualification
* Experience of working with Capita SIMS FMS finance system
* Working knowledge of the principles of double entry book-keeping using electronic packages
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| **Skills, Abilities and Knowledge** | The successful candidate will:* Be adept at problem-solving, including being able to identity and resolve issues in a timely manner
* Possess strong interpersonal skills.
* Be able to communicate clearly, both written and orally
* Be organised, accurate and thorough in their work
* Ability to plan and prioritise work to meet deadlines
* Be dependable, able to follow instructions and respond to management directions.
* Have good working ICT knowledge including Microsoft Office
* Able to work on own initiative and as part of a team
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| **Personal Attributes** | * High level of commitment to academy mission and ethos
* Commitment to safeguarding and child protection in line with academy protocols
* Excellent attendance and punctuality record
* Positive and “can do” approach to work
 | * Willing to be involved in all aspects of academy life
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