



De La Salle School

INFORMATION FOR APPLICANTS

FINANCE OFFICER

Grade: Scale 5 (Range 8-11)





De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris
Headteacher



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Position Start Date: February 2023

Contract Term: Permanent

Hours: 37hrs per week, Monday to Friday, Term Time plus 2 weeks during school holidays.

Pay Scale: Scale 5 (range 8-11)

From £23,440 FTE including fringe allowance - paid pro rata for part time employees.

INFORMATION ABOUT THIS VACANCY

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff.

The Governors are seeking to appoint an experienced Finance Officer to start in February 2023.

You will administer all processes in relation to routine financial transactions within the school, accurately maintain the school's financial accounting system (FMS) and ensure that all procedures relating to routine transactions are carried out in accordance with financial regulation, good practice and relevant statutory legislation.

The successful candidate should have demonstrable experience in financial management and accounting. Experience working in a school and knowledge/experience of providing First Aid would be advantageous but not essential.

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

Whilst the successful candidate is not required to be Catholic, you would be expected to support and follow the Catholic ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check, medical check and references.



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HOW TO APPLY

Closing Date for Applications: Sunday 5th February 2023 at midnight

Shortlisting: W/c 6th February 2023

Interview Date: TBC

We encourage prospective candidates to visit the school before making an application.

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your Application Form together with your supporting statement, outlining your reasons for applying for this post, to swilkinson@dlsbasildon.org

In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.



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JOB DESCRIPTION COVER SUPERVISOR

Job Title	Finance Officer
Grade	Scale 5
Reports to	School Business Manager
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>To administer all processes (ordering, paying/receiving, recording) in relation to routine financial transactions within the school in respect of the following funds: Public Funds, School Private Fund.</p> <p>To accurately maintain the school's financial accounting system (FMS) in respect of routine transactions</p> <p>To ensure that all procedures relating to routine transactions are carried out in accordance with financial regulation, good practice and relevant statutory legislation.</p>
Principal Accountabilities	<p>Supervise pupils engaged in learning activities</p> <p>Provide objective and accurate feedback to the teacher on the conduct of the lesson</p>
Duties	<ul style="list-style-type: none"> • To oversee the processing of orders (ensuring correct coding etc) • To set up and monitor annual orders/service contracts (e.g telephone, grounds maintenance, leases) • To process and record all creditor invoices • To ensure that all payments to creditors are properly authorised • To prepare and record creditor payments by manual cheque • To distribute cheque payments (manual and computer generated) to creditors • To deal with all creditor queries and statements, by telephone or written correspondence • To allocate/record departmental budgets to FMS cost centres • To distribute departmental cost centre reports and to liaise with and assist departments with regards to monitoring of expenditure • To record ledger transactions where required • To collect all cash and cheque income from departments, other budget holders and students • To prepare all income for banking and reconcile to primary records • To record all income on the school's financial accounting system (FMS) for the various funds



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	<ul style="list-style-type: none"> • To record all catering income on the financial accounting system • To monitor and review financial arrangements for all school trips and activities • To process debtor invoices, where required • To issue and record all petty cash transactions and to ensure reconciliation of petty cash interest accounts • To complete monthly analysis of sport centre income • To ensure that the school reclaims VAT on all eligible expenditure and records VAT on all relevant income • To complete monthly VAT returns • To liaise with the music department, tutors, students and parents in relation to music tuition timetables and tuition fees • To administer all processes in respect of music fees, including collection of income • To complete bank reconciliation in respect of Private Fund and Sports Centre Funds • To liaise with bank regarding changes to signatories etc • To order all bank stationery, and ensure the safe keeping of cheque books, computer cheques etc • To maintain the “diary” for agency supply staff, ensuring that accurate records are maintained and that all invoices are reconciled to work completed prior to payment • To record “casual pay” (in readiness for P38A form) and to ensure that P60s are completed and received from casual employees • To assist the School Business Manager where required with queries relating to errors/discrepancies, bank reconciliation and other financial matters
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



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PERSON SPECIFICATION FINANCE OFFICER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Demonstrate relevant experience in financial management and accounting
	Knowledge of relevant policies and procedures	Working knowledge of financial school policies and procedures Basic knowledge of First Aid
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake financial/budgetary calculations
	Technology	Competency in the use of word processing and wide range of financial and administrative IT packages
Communication	Written	Ability to complete returns, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school



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	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of health and safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and continually improve