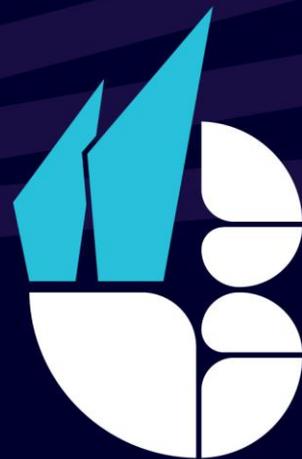


Finance Officer (Maternity Cover)

Caister Academy

May 2021



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the role of the Finance Officer at Caister Academy.

This is an exciting opportunity for a dynamic and hard-working finance professional to join Caister Academy. The successful candidate will support the Regional Head of Finance in processing and running the day to day finances for the academy. They will embody our core values of Ambition, Opportunity, Character and Community. This role will be particularly suited to professionals with excellent interpersonal skills, high standards of presentation and a sharp eye for detail, who are looking to apply their skills in an educational setting.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just north of Great Yarmouth. It is well regarded for excellence in performing arts and English, with aspirations to lead nationally in all areas. As part of Creative Education Trust, we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level.

We are looking for a colleague who:

- Has a **passion** for education and an ability to **communicate positively** with young people.
- Is innovative, self-motivating and able to **inspire** others.
- Upholds the **highest standards** in all that they do.
- Has the **highest expectations** for those they work with.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return, Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network and sensible approaches to support teacher and support staffs' wellbeing and workload.

For further details, or an informal discussion about the role with David Shaw, Regional Head of Finance please contact him on daivd.shaw@creativeeducationtrust.org.uk

Application packs are available for download at <https://www.tes.com/jobs/employer/caister-academy-1077649> or www.caisteracademy.org.uk/vacancies/

For more information on Creative Education Trust visit www.creativeeducationtrust.org.uk

Closing date: 9am Friday 23 April 2021

Interviews: w/c Monday 3 May 2021

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience, and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience, and developing practical skills that prepare pupils for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE, and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

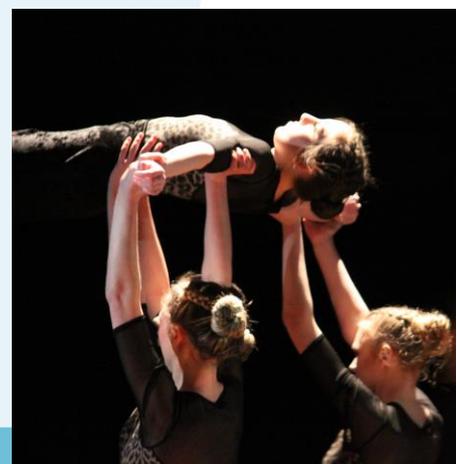
Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018



Finance Officer (Maternity Cover)

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

SALARY

CET support staff scale 6 point 20-21

CORE PURPOSE

To be responsible to the accurate and efficient day to day running of the school's finance in accordance with CET regulations and the Academies Financial Handbook whilst exemplifying the Academy's core values of Ambition, Opportunity, Character and Community.

REPORTING LINES:

RESPONSIBLE TO:

Principal/CET Regional Head of Finance

RESPONSIBLE FOR:

Finance Assistant

KEY RESPONSIBILITIES

- Keep and maintain the school 's finances - preparing income and expenditure accounts and balance sheets.
- Assisting in the preparation of month end accounts including bank reconciliations, prepayments, and accruals along with other reports in a timely manner for submission to Head Office.
- Ensure that School charge card payments are correctly allocated and totalled.
- Ensure that ParentPay and PayPoint income is accurate and correctly distributed.
- Prepare the school's payment run and one-off payments.
- Assist with checking and processing of outsourced staff payroll processes monthly
- Work with Internal and External audit where appropriate to ensure financial controls are being maintained and improved where necessary in line with the Financial Handbook.
- Monitor, oversee and prepare staff expenses ensuring that payments are made in line with the school's re-imburement policy guided by the Academies Financial Handbook.

- Undertake the operation of a computerised accounts system (PS Financials), including requisitioning of goods and services, checking on goods received and payment of invoices.
- Keep all accounts used in school filed securely and processed in line with procedures for their proper auditing.
- Together with the Finance Assistant be responsible for the complete financial and administrative requirements of educational visits.

ADDITIONAL RESPONSIBILITIES

- Maintain a prominent visible presence within the academy on a daily basis
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Always seek to represent the Academy and the Trust in the best possible manner.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - treating students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation, and punctuality.

You can find out more at:

www.creativeeducationtrust.org.uk

- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.

- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.

- Consider and support the wellbeing and safeguarding of all students.

- Consider and care for the health and safety of themselves, colleagues, and students.

- Recognise, reward, praise and promote student success wherever possible.

- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...

- Treat information about students and staff with due sensitivity. Always adhere to general data protection regulations. Respect confidentiality where appropriate.

VARIATION IN ROLE

- Undertake other duties;
 - commensurate to the post holder's abilities, position, and grade, as requested by the Principal or line manager, of a similar nature to those listed above, even if not individually itemised.

- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.

- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

I have read this job description and fully understand all my job duties and responsibilities. I understand that these may be subject to change due to the needs of the academy and that any changes will be done through consultation with me.

Signed
(employee):
Print name:
Date:

Signed (line manager)
Print Name:
Date:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ in Business Administration or equivalent finance qualification 	<ul style="list-style-type: none"> Accounting qualification such as AAT, CIPFA
EXPERIENCE	<ul style="list-style-type: none"> Experience of working within a finance department Good level of competence in Excel, Word, Outlook, and accounting software Meeting deadlines and maintaining high standards under pressure Maintaining confidentiality 	<ul style="list-style-type: none"> Knowledge of PSF accounting system Academy finance experience
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Demonstrable understanding of accounting processes and procedures Demonstrable understanding of how to achieve best value for Money 	<ul style="list-style-type: none"> Knowledge of Academies Financial Handbook
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Able to work in a busy office environment that often demands high levels of concentration Proven ability to establish productive professional relationships with children, colleagues, and parents. Strong interpersonal and communication skills to effectively 	<ul style="list-style-type: none"> Be able to apply tact and diplomacy in all communication
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality, and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> A friendly and professional person who demonstrates support and a commitment to providing a high-quality service High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom 	

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