

JOB APPLICATION PACK

Huddersfield New College





Dear Applicant

I am delighted to provide an application pack for this post at Huddersfield New College. Hopefully the information provided will be of interest to you and will help you in taking your application forward.

Huddersfield New College has operated as a Sixth Form College since 1974, and across the 44 years to 2019, has established a national reputation as an Outstanding College. The College had its last OFSTED inspection in April 2016. The report is available to view on our website and at <https://reports.ofsted.gov.uk/>

The College currently has around 2450 students on roll. In summer 2018, again, we celebrated their outstanding success on A levels and BTECs, with student progress at advanced level in the top 15% nationally, for the third year in a row. We want to continue to achieve this level of success year on year. Crucial to this is that we are at all times ambitious about what our students can achieve; this means that we are looking for new colleagues who genuinely embrace our goal to ensure that all of our students achieve their very best at Huddersfield New College.

I make no apologies for stating that we also want to work with colleagues who are passionate about wanting to work with young people. This means that we are also looking for new colleagues who have an unconditional positive regard for young people. Our College is no place for cynics and so we only want to appoint and work alongside people who genuinely want to make a positive difference to the lives of the young people who come under our care and guidance.

Working at Huddersfield New College is demanding. Everyone works hard and so new colleagues should also have a willingness to work hard and to go the 'extra mile' for our students: many of our students would not be as successful as they are without this. However, I can assure you that you will be appreciated for this hard work and that you will be provided with excellent support, continuous professional development and the resources to carry out a first class job.

I am extremely proud to be Principal of Huddersfield New College. We transform lives. This is the moral dimension to our work, so recruiting and selecting people who will be equally proud to work here, and who want to make a positive difference to the lives of young people through education, is crucial. If you are inspired by this moral purpose and the opportunity to make a positive difference, then please apply.

Finally, I would like to say that I do appreciate how long it takes to apply for jobs. If you do decide to apply, I appreciate your investment of time and, whatever the outcome, I wish you well in the future.

Yours sincerely

A handwritten signature in black ink that reads 'Angela Williams'.

Angela Williams

Principal

Job Description

Application Guidance

The Job Description details the duties and responsibilities of the post. The Person Specification details the skills and personal attributes required in order to fulfil the role. Your supporting statement should demonstrate how you meet these criteria and key skills relevant to the job description.

Essential The successful candidate must meet the essential criteria in full, in order to be able to fulfil the role.

Desirable Although not essential, the post holder may also be asked if they have further desirable experience and skills.

Where criteria are to be identified through testing, this may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and numeracy assessments, presentations, and other practical assessments relevant to the role. For teaching positions, candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

Job Description

Job title	Finance Officer
Job reference	HS1920/12
Team	Finance team
Line Manager	Director of Finance and Resources
Remuneration	Range 19 – 21 of the NJC pay spine for Support Staff £17,700 - £18,400 (reduced to £15,018 - £16,255 pro rata)
Contractual*	37 hours per week Term time only plus 10 days (days to be agreed with line manager)

* Valid at date of appointment

Overall focus: Realising the College's Vision

All staff are expected to contribute fully to the shared objective of remaining an outstanding Sixth Form College providing an outstanding sixth form education for all students, as detailed in the College's Vision: *To remain an outstanding Sixth Form College, providing high quality sixth form education for all our students, enabling them to fully realise their potential, develop as responsible young adults, and progress successfully, and with confidence, to further learning and their future career.*

Key focus of this role

1. Provide a professional and efficient financial service for all stakeholders following College financial regulations, processes and relevant legislation
2. Provide an effective service to students and their parents/carers applying for support under one of the College's student financial support funds (including subsidised travel), in accordance with College financial regulations, processes and relevant legislation
3. To maintain the highest level of accuracy and display a keen eye for detail
4. Support the Director of Finance and Resources in ensuring that processes and procedures are fully documented
5. To ensure all processes, tasks and services are completed to required deadlines

Duties and Responsibilities

In the first instance, your duties and responsibilities are outlined below. As the needs of the College change, you will be expected to take on or relinquish responsibilities, as directed by your Line Manager or the Senior Leadership Team, as appropriate.

Financial Services

1. Receive, process and approve purchase requisitions, invoices and credit notes relating to budget holders, both electronically and paper based
2. Lead on the operation of the purchase ledger (including aged creditor report, invoices, credit notes etc.), reconciling supplier statements and dealing with supplier queries
3. Prepare and reconcile supplier schedules for payment of invoices to suppliers for goods
4. Record and maintain petty cash float, ensuring authorised petty cash slips are logged, recording of all transactions onto Sage ensuring these are within the college financial procedures
5. Liaise with budget holders to clear any unauthorised purchase invoices or credit notes
6. Assist budget holders with details of income, expenditure, budgets and commitments to enable the monitoring of adherence to policy and approved budgets

Job Description

7. Re-assign printing charges from main printing budget and outsourced charges to relevant budgets
8. Raise and record invoices for all relevant stakeholders for lettings, taxis, additional learning support requirements etc.
9. Assist the Director of Finance and Resources in providing support and information to budget holders and ensure they are adequately trained in the Financial Regulations and procedures regarding procurement
10. Liaise with suppliers (non-capital, excluding IT and Estates) to deal with queries and enquiries related to the supply and quality of goods and services to the College and direct these to the appropriate budget holder for resolution
11. Maintain financial records for audit purposes and ensure that all financial transactions are completed in accordance with College Financial policies and processes
12. Support the Director of Finance and Resources in ensuring that all audit findings are implemented in the agreed timescales
13. Support the Director of Finance and Resources with the administration of the finance service

Student Finance

1. Lead the handling and processing all student and parent/carer payments, refunds; cash, cheques, on-line payment portal (WisePay) and card payments
2. Create all purchase options and trips on the on-line payment portal (WisePay) and to provide relevant reports and reconciliation where necessary
3. Liaise with the Student Services team to ensure new students are notified of bursary allocations and are added to the on-line payment portal (WisePay) and the college management information system (Unit-e)
4. Assess all applications for student bursaries, applying eligibility criteria as appropriate pass to the Finance Manager (Trainee Accountant) for approval
5. Calculate and create the monthly payment file for all student bursaries and pass to the Finance Manager (Trainee Accountant) for approval
6. Process applications for bus passes, including providing travel information and advice to students and parents/carers as required. This includes ensuring all of the necessary payments and supporting information is provided by the student and parents/carers
7. Record (in a database) all successful bus pass applications to enable accurate monitoring of use and accurate projection of need. Provide this information to the AAT Apprentice for student issue

Payroll administration

1. Support the Finance Manager (Trainee Accountant) in processing and recording all monthly extra payment details e.g. overtime, expenses, sick pay or casual staff pay on the relevant payroll system(s) and to deal with all staff queries relating to these payments
2. Produce off-line payslips, P60s and P45s

System and Process

1. Undertake projects which will support the Colleges strategies and improve the effectiveness of the Finance Service.
2. Support and Contribute to the development of processes and systems (including on-line, Sage, WisePay and Microsoft Excel) that support the finance service
3. With the Director of Finance and Resources and the Director of Marketing and Schools Liaison, lead on the promotion of the College's financial services and systems (e.g. WisePay) to students and parents/carers, as appropriate

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Wider contribution to HNC

1. Operate at all times within the stated policies and practices of the College and actively promote them
2. Play a full part in the life of the College, to support its distinctive mission and ethos and to encourage other staff and students to follow this example
3. Accept the shared responsibility of all colleagues for student behaviour through collective oversight of the College during the College day, helping to maintain a harmonious environment, with good order and discipline among students, and safeguarding their health and safety.
4. Work co-operatively with other staff in the College, as relevant, to implement the College's annual Quality Improvement Plan.
5. Maintain effective working relationships with others and set a good example through personal presentation and personal and professional conduct.
6. Attend and contribute to meetings in accordance with the College Calendar and as directed by the Line Manager or the Senior Leadership Team.
7. Participate in arrangements made for the annual self-assessment of the performance of the departmental area
8. Participate in arrangements made for the appraisal of individual performance, in the context of the College's Professional Development Review cycle.
9. Participate in appropriate further training and professional development, both internal and external, to update professional practice, reflecting individual needs identified during the Professional Development Review process, and/or departmental or whole College quality improvement goals, identified through the annual self-assessment process.
10. Be familiar with the College's Health and Safety Policy, Child Protection Policy and Safeguarding procedures and the Prevent Strategy and Risk Assessment action plan and implement them as appropriate, both when on the College premises, and when on authorised off-site College activities.
11. Ensure the safe and secure handling and storage of personal data belonging to students, staff and other parties in compliance with General Data Protection Regulations.
12. Play a co-operative and supportive role within department area, and the College as a whole, through the sharing of good practice, and mentoring / coaching activities for less experienced staff, where this is appropriate.
13. Have a flexible approach to work, which could include occasional evenings, and very occasional Saturdays, as scheduled in the annual College Calendar and for teachers the annual Working Time Document too.

Job Description

Person Specification	Essential	Desirable	Method of Assessment
Education and Qualifications			
Educated to level 3 (A level or equivalent) or appropriate experience	√		Application
Financial qualification required such as AAT or relevant experience		√	Application
Experience			
Experience of implementing new systems/procedures/controls	√		Application/Interview
Good working knowledge of principles and methods of financial controls and their adaptation to various purposes	√		Application/Interview
Skills and Knowledge			
Excellent levels of accuracy and attention to detail and applying quality assurances where appropriate	√		Application/Interview
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues and other professionals	√		Application/Interview
Ability to use proficiently relevant systems and finance software	√		Application/Interview
Initiative and ability to prioritise workload and to meet dead-lines when under pressure	√		Application/Interview
Attitude and Personal Qualities			
Ability to build and form strong relationships with colleagues and other professionals	√		Application/Interview
Excellent interpersonal skills	√		Application/Interview
Able to follow direction and work in collaboration with other teams	√		Application/Interview
Ability to evaluate own development needs and to address them	√		Application/Interview
Efficient and meticulous in organisation	√		Application/Interview
© Commitment to HNC Vision and Values	√		Application/Interview/References
© Commitment to the Safeguarding of young people	√		Application/Interview/References
© Commitment to Equality and Diversity	√		Application/Interview/References
© Suitable to work with children	√		Enhanced DBS Clearance/References