



**Wren
Finchley**

Finance Assistant Wren Academy Finchley

Closing Date: 9.00am, Tuesday 10 October 2023

Interviews: 12 or 13 October 2023

Start date: Monday 13 November



Do justice, love kindness, walk humbly with your God: Micah 6v8



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Finchley**

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**Wren
Finchley**

Wren Academy Finchley

**Hilton Avenue, North Finchley
London N12 9HB**

Telephone: 020 8492 6000

Fax: 020 8492 6010

Email: firstcontact@wrenacademy.org

Web: wrenacademy.org

Secondary Principal: John Keohane

Primary Headteacher: Louisa Taylor

September 2023

Dear Colleague

Wren Academy Finchley – Finance Assistant

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Maria Bigg on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of not more than two sides of A4 using 12 point Arial font must be received by the Academy by 9.00am, Tuesday 10 October 2023, however applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to wrenhr@wrenacademy.org.

Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**John Keohane
Secondary Principal**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

Do justice, love kindness, walk humbly with your God: Micah 6v8



**Wren
Finchley**

Finance Assistant

**Salary £22,746 - £23,885 per annum. NJC Scale Points 7 – 10
Paid for working 36 hours a week for 41 weeks a year
(term time plus 2 weeks)**

Start date: 13 November 2023

An exciting opportunity has arisen for a talented and highly motivated Finance Assistant to join the Finance team at Wren Academy. The successful candidate will provide assistance to the Finance Manager and help ensure the smooth running of the Finance Department.

The successful candidate will demonstrate excellent administration and communication skills, a keen desire to learn and the ability to be part of a team. Training will be given where appropriate but experience of working in a fast-paced Finance environment is desirable.

The successful candidate will be a key part of the finance team across the 2 Wren Academies, based in our Finchley site. We require someone who is forward thinking, with relevant experience, able to work on their own initiative and with a team and who will bring enthusiasm to the role. The role will involve working with suppliers, students, staff and parents, so an ability to interact professionally on a number of levels is also important. The ability to deal with confidential and sensitive information is required.

Located in the London Borough of Barnet, Wren Academy is sponsored by the Church of England and Berkhamsted School. The Academy has developed a strong reputation for outstanding teaching and learning, as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. We are an all-through school with an established Sixth Form and a primary phase which opened in 2015. The engaging curriculum, and state of the art buildings have contributed to the academy's notable success.

The detailed job description, additional information about the Academy and the post and the application form are available to download from our website:
www.wrenacademy.org/recruitment

Please note that we require the Wren Academy application form to be completed before we are able to consider your application. We do not accept CVs.

Closing date: 9.00am, Tuesday 10 October 2023

Interview date: 12 or 13 October 2023

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WREN ACADEMIES TRUST

Wren Academy Finchley

Job Description – Finance Assistant

Job purpose

To both take part in and to be responsible for the effective operation of some of Academy's finance and clerical functions, assisting in the provision of comprehensive financial support services to the Finance Director and the wider Academy.

Line management

The Finance Assistant will report to, and be line managed by, the Senior Finance Officer on a day to day basis, and will also work closely in with the Finance Manager.

Working Time

36 hours a week for 41 weeks a year (term time plus 2 weeks)

Contract Type

Permanent

Salary

NJC Scale Points 7 – 10 £22,746 - £23,885 per annum. (Term time, plus 2 week)

Main Duties and Responsibilities

- Financial administration of placing orders, processing invoices, preparing supplier payments consistent with the Academy Financial Regulations Manual.
- Recording and reconciliation of petty cash, bank and credit card transactions.
- Liaise with suppliers as requested regarding statement queries and inconsistencies.
- Dealing with queries from parents and other stakeholders either in person, over the phone or via email.
- Assisting in management of the cashless payment system ParentPay.
- Preparing spreadsheets for recharging photocopier and resources expenditure.
- Undertaking general administrative duties (e.g. opening and sorting incoming mail, including filing and archiving).
- Monitor the finance mailbox and sort incoming communication.
- Identify subscription requests and monitor renewals.
- Maintain the licences and subscriptions database.
- Maintain contracts register.
- Assist finance team with preparation for audits.
- To maintain confidentiality at all times re financial and other sensitive information.
- To undertake other appropriate duties at the request of the Finance Manager, Senior Finance Officer, Finance Director, Principal or Executive Principal.

Qualifications and Experience

The successful candidate will possess a good basic education with 5 GCSE (at Grade C or above), or equivalent, including Maths and English Language.

Excellent IT skills including Microsoft Word and Excel are essential.

Professional Behaviour:

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's dress code and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.

Assessment:

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.

Wren Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the Barred List for children

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

WREN ACADEMIES TRUST

Wren Academy Finchley

Person Specification – Finance Assistant Wren Academy

Professional Skills and Experience

1. Possess appropriate relevant qualifications for the role.
2. Previous experience of financial and accounting procedures is desirable, as is experience in a similar environment. Training will be provided as necessary.
3. Be professional with the ability to work in a team.
4. Show evidence of continued professional development.
5. Be able to take an overview of the school and its needs.
6. Be aware of relevant financial standards and responsibilities in a school environment.
7. Be confident to provide colleagues with support in school finance matters.
8. Be able to manage aspects of financial management systems and record keeping.
9. Possess ICT skills commensurate with the position.
10. Possess the ability to manage workload and time and prioritise effectively. Be focussed and proactive, with the ability to act on your own initiative.

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to all students and staff in a positive and constructive way.
3. Be part of a whole Academy team which seeks and develops a variety of opportunities to support and work with students.
4. Have qualities which earn the trust and respect of students, staff, parents and governors.
5. Possess the abilities to work effectively as part of a team, and to build on the strengths and expertise of individuals.
6. Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.
7. Possess good written and verbal communication skills.
8. Appreciate the balance between academic and social development of young people, needed to create an outstanding school.

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, Tuesday 10 October 2023.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org. CVs will not be accepted.

Selection process

The selection process will consist of a combination of tasks, activities, lesson observations, presentations and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that your referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

September 2023