



## **Finance Officer (Temporary Maternity Cover) Application Pack**

Hele's School  
Seymour Road, Plympton  
Plymouth, Devon PL7 4LT  
T: 01752 337193  
F: 01752 331460  
E: [heles.school@plymouth.gov.uk](mailto:heles.school@plymouth.gov.uk)  
[www.heles.plymouth.sch.uk](http://www.heles.plymouth.sch.uk)

 @HelesSchool



## Application Procedure

Applications should be submitted to Justine Mason, Principal, at Hele's School, Seymour Road, Plympton, Plymouth PL7 4LT or by email [heles.school@plymouth.gov.uk](mailto:heles.school@plymouth.gov.uk) by **12 noon, Wednesday 15<sup>th</sup> December 2021**. Interviews are scheduled for **Wednesday 5<sup>th</sup> January 2022**. If you have not heard from us by this date you should assume that your application has been unsuccessful. Prospective candidates are welcome to telephone the School for additional clarification if they wish.

## A message from Justine Mason, Principal of Hele's School

I take great pleasure in welcoming you to Hele's School! We are a school with a tradition of academic excellence, high aspirations and a big heart. A school that students and staff are proud to attend. A school where we never compromise our insistence that everyone is valued, learns, enjoys and achieves. Expectations for staff and students are high, but very simple; ***work hard both to do things right and to do the right thing...even when no one is looking!***

Our mission is to support and challenge each individual, adult or child, to be the best they can be. We have a 'no excuses' philosophy based on growth mindset principles, which reinforces our belief that all of us can always improve, and that nothing is impossible. Quite simply, it isn't about being 'the best' at something, but being better than we were yesterday or today. It is for this reason that recognising and celebrating endeavour, as well as achievement, is something we hold dear. We work hard at providing an inclusive, calm, and purposeful learning environment, and aim to ensure all students have opportunities to enrich their learning, to discover new skills and interests, and to master others through providing a breadth of curricular and extra-curricular opportunities to excite and engage young people, wherever their interests or aspirations may lie.

I am extremely proud to lead a dedicated and enthusiastic team of staff who are passionate about working with young people, and are committed to ensuring that those entrusted in our care get the best life chances possible. Everything we do is shaped by our determination to ensure that each and every child has a positive and memorable experience of school; that they thrive, flourish and, crucially, are happy. We focus on opportunities to develop teaching and learning at every turn and, importantly, teachers at Hele's have a resolve to be the best they can be in the classroom; our core purpose being to remove barriers to learning so that young people can be inspired, can aspire and can achieve. In return we expect a buy in to our belief that we all have an active role to play in making our school a great place to be, which manifests itself in every child displaying the highest standards of commitment to learning, pride and care.

These are exciting times for our school. Being part of the Westcountry Schools Trust (WeST) - a family of forward-thinking, cross-phase schools within a Multi Academy Trust comprising 22 schools spanning Devon, Plymouth and Cornwall, 7 of which are Secondary Schools – our students and workforce benefit from being part of an active learning network. The capacity for shared school improvement, leadership development and collaboration is limitless. The WeST aspiration of '*Every child in a great school*' sits well with the Hele's vision (and vice-versa) and the strap line '*Stronger together*' articulates our shared ambition to ensure that this aspiration becomes a reality.

There remains a strong commitment, professionalism and moral imperative amongst the Hele's staff and Local Governing Body to ensure we provide the young people in our care with an educational and pastoral support experience that is first class in every aspect. We have a burning ambition and determination to put Hele's firmly on the map locally, regionally and nationally and to be recognised as an outward-facing, aspirational and collegiate centre of excellence, which continues to be hungry for continuous improvement.

We would be delighted if you choose to share our journey towards and beyond excellence with us. With your support, we will build on the successes of Hele's School to date and continue with our quest to not just meet, but to exceed, our aspiration to be a school that is beyond outstanding in every measure. Please do take the time to explore our website to find out more about us, and don't hesitate to contact us should you require any further information about our school. Better still, come and see us for yourself! We delight in showing people our school and rest assured that a very warm welcome awaits you. Visitors always comment on the purposeful, caring and happy ethos of the school, so what better way for you to find out more about our vision and values than to come and experience them first-hand?

We look forward to working with you in partnership in the future, and to welcoming you to Hele's School.

**A great place to learn. A great place to grow.**

## JOB DESCRIPTION



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<b>Job Title:</b>	Finance Officer
<b>Grade:</b>	Scale D (SCP 8-14)
<b>Hours:</b>	35 hours a week, 39 weeks per year
<b>Reports to:</b>	Senior Finance Officer School Business Accountant

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### **Job Purpose**

Working as part of the Finance Team providing support to Westcountry Schools Trust as a whole. This will be achieved within Academy Financial Procedures whilst ensuring internal and external deadlines and audit requirements are consistently met.

Provide comprehensive general administrative support to the Finance Team and in particular to the Senior Finance Officer and School Business Accountant when required.

Develop the relevant skills and expertise as the work and responsibilities of the post develop such that the post holder can play an active role and contribute appropriately to the work of the team.

Contribute to a solution-based team approach.

### **Duties and Responsibilities**

Provide a specific specialist support service in the following areas of activity ensuring confidentiality is maintained at all times;

1. Undertake a range of Finance activities, including;
  - Maintaining records and processes for Parent Pay
  - Maintaining petty cash and reconciling the account
  - Processing purchase orders, ensuring nominal coding and VAT is allocated correctly
  - Monitoring budgets allocated to staff across the academy
  - Receipting income and ensuring adequate records are kept for audit purposes
  - Processing weekly banking and cash collection
  - Processing bank statements and assisting in monthly reconciliation
  - Ensuring appropriate cheque payments are properly authorised and made
  - Processing journal recharges in particular for the minibuses and reprographics
  - Undertaking annual inventory checks
  - Administering and internal reporting of Pupil Premium student allocation and expenditure
  - Administering the record keeping of all school trips and arranging foreign money for such trips where necessary
  - Administering all supply teachers and agency staff claims
  - Assisting with financial reporting with the production of accurate financial reports and records, maintenance of financial systems, work with internal and external audit as directed, preparation and production of accounts and reports and assist with the internal analysis of financial activities
  - Provide appropriate support when required in sourcing specific bulk purchases, such as diaries/planners
2. To liaise with Heads of Departments etc, to ensure that goods ordered have been delivered, are in good condition and that all invoices raised are correct.

3. Provide guidance to other staff on preparing orders for goods and services to ensure they comply with Financial Regulations.
4. Alert the Senior Finance Officer to any projected overspend and to ensure spending is within agreed limits
5. Scanning documents, filing, word processing and production of other documents as required.
6. To respond to other request and responsibilities as required by the Principal, School Business Accountant or line manager.
7. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
8. To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
9. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
10. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

These duties and responsibilities may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the post holder.

**PERSON SPECIFICATION – FINANCE OFFICER (E = Essential, D = Desirable)**

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications:</b>			
GCSE A* to C or equivalent in Maths and English	<b>E</b>	✓	
<b>Experience:</b>			
Computer literate with working knowledge of MS office	<b>E</b>	✓	✓
Working experience in a Financial role	<b>D</b>	✓	✓
A working knowledge of financial packages, such as PS Financials/Parentpay	<b>D</b>	✓	✓
A working knowledge of educational databases, such as SIMS	<b>D</b>	✓	✓
<b>Knowledge, Skills and Abilities:</b>			
Excellent verbal and written communication skills	<b>E</b>		✓
Confidentiality	<b>E</b>	✓	
Self-motivated with the ability to use own initiative and work as part of a team	<b>E</b>	✓	✓
Methodical and organised, ability to prioritise and complete tasks within tight deadlines	<b>E</b>	✓	✓
Ability to work to high standards of accuracy	<b>E</b>		✓
Commitment to implement whole school/staff policies relating to the safeguarding of children.	<b>E</b>		✓