



THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

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# FINANCE OFFICER RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

**T**he Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





## THE ROLE FINANCE OFFICER

<b>Post Title:</b>	<b>Finance Officer</b>
<b>Report to:</b>	<b>Assistant Head/ Business Manager</b>
<b>Salary:</b>	<b>NJC Scale 8, Point 26 approximately £37,883.57 Inclusive of OLW and Ealing Supplement</b>
<b>Hours:</b>	<b>37.5 Hours per week, 52 weeks per annual, Immediate Start</b>

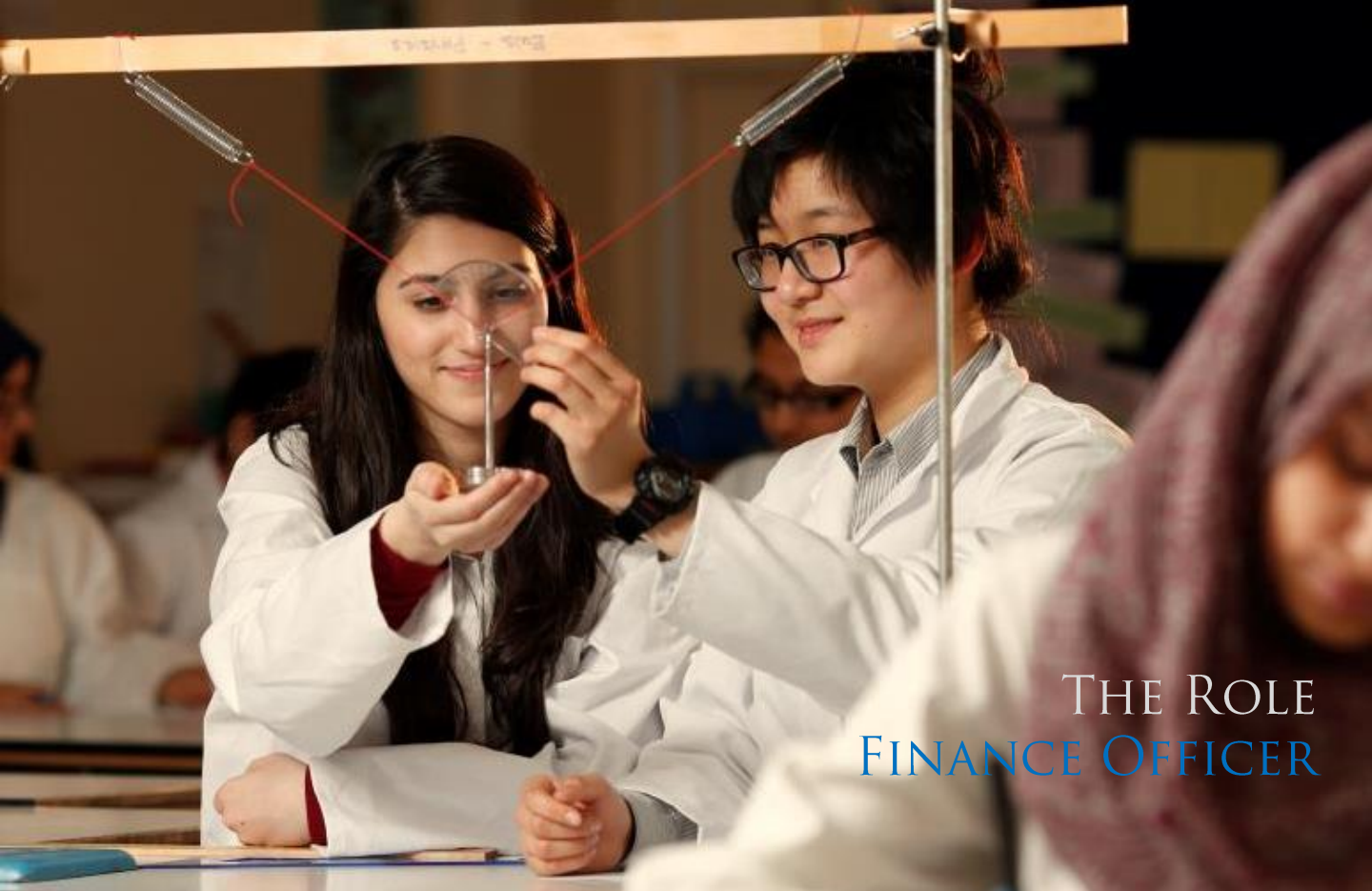
**The post has a probationary period of six months.**

### Main purpose of the job :

To work as part of the administrative team in supporting the school in attaining its aims and objectives through the accurate and confidential management of school financial and accounting procedures, in accordance with the scheme of delegation; ensuring proper records are kept, maintaining and inputting data into computerised financial management systems, ensuring information kept therein is up to date and accurate and complies with relevant legislation, regulations and policies.

### Purchasing

- To administer the purchasing, on instruction from budget holders and purse holders, all goods and services, ensuring best value is attained at all times
- Ensure the goods are received by the school and updated on the school's finance system, following up on non-deliveries, and dealing with discrepancies
- Prepare, raise and control BAC's payments for all Supplier Creditors Accounts, with an emphasis on maximising benefit for the school
- Reconcile supplier statements on a monthly basis, investigate outstanding invoices and follow up on them
- Maintain an up to-date Purchase Creditors account on the finance system, and investigate any outstanding issues
- In liaison with appropriate staff, process all bookings and payments for staff development training courses
- Extract and process internal photocopying charges



## THE ROLE FINANCE OFFICER

### Sales

- Prepare a costing analysis and agreement forms for clients, working within the remit of the Lettings Policy
- Ensure Sales Invoices are raised on the school's accounting software promptly and are sent out without delays
- Maintain an up to-date Sales Debtors Account and investigate any outstanding issues, including follow-up on non-payments

### Capital grants and Other Government Grants

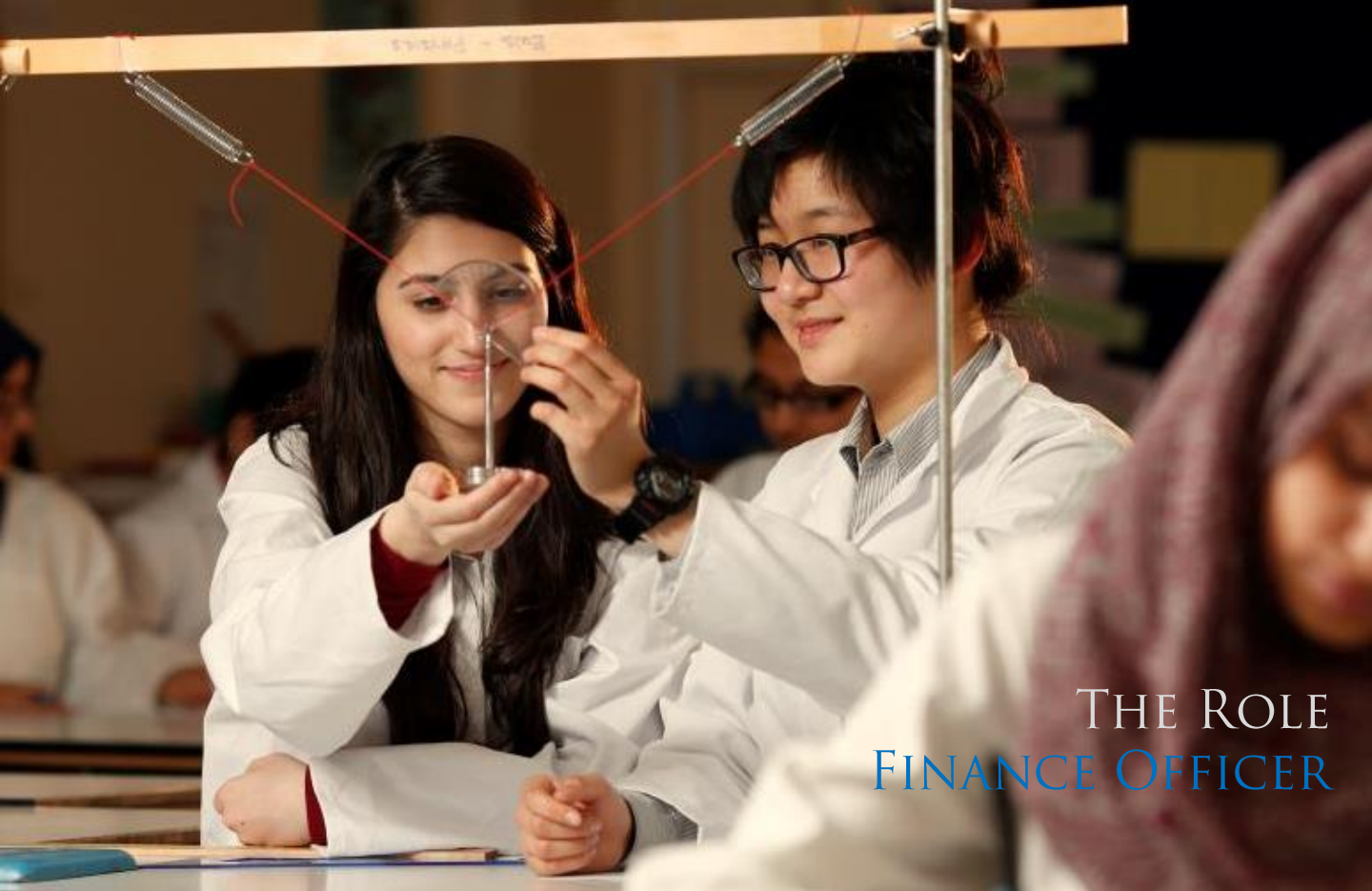
- Where necessary, generate capital grant applications and pursue payment

### Petty Cash

- Record and post, on the schools financial management system, petty cash claims and regularly reconcile the petty cash balance with accounting system balance
- Check all petty cash claim forms for expenses are correctly completed to comply with current accounting requirements

### Bank/Banking

- Oversee the school's bank current, savings and investment accounts and private accounts
- Prepare and monitor all income and expenditure on funds
- Ensure competitive rates of interest for the schools bank reserves are obtained
- Ensure banking, accounting and reconciliation of all monies
- Liaise with the school's bank managers for all day to day requirements
- Report to the bank any unusual activities and implementing anti-fraud measures, to schools accounting processes
- Annually prepare an accounts folder of the records to be examined and certified by an independent Examiner/Auditor
- Ensure the final account is signed and certified and returned back to school



## THE ROLE FINANCE OFFICER

### Income & Expenditure

- Prepare and provide information on all income and expenditure in order to aid the production of management accounts each month for submission to the school finance committee
- Generate and distribute cost centre budget reports to purse holders
- Produce and process accruals and prepayments schedules
- Produce and process payroll and adjustment journals
- Monitoring and advising on School Trips income and expenditure
- Monitoring and advising on Music fee collection and payments

### Liaise with Local Authority Accountancy team to prepare

- The Finance Returns
- The school's VAT report
- Documentation in support of the 'local bank account analysis' returns
- Prepare and complete any additional reports required by the local authority

### School Credit Card Expenditure

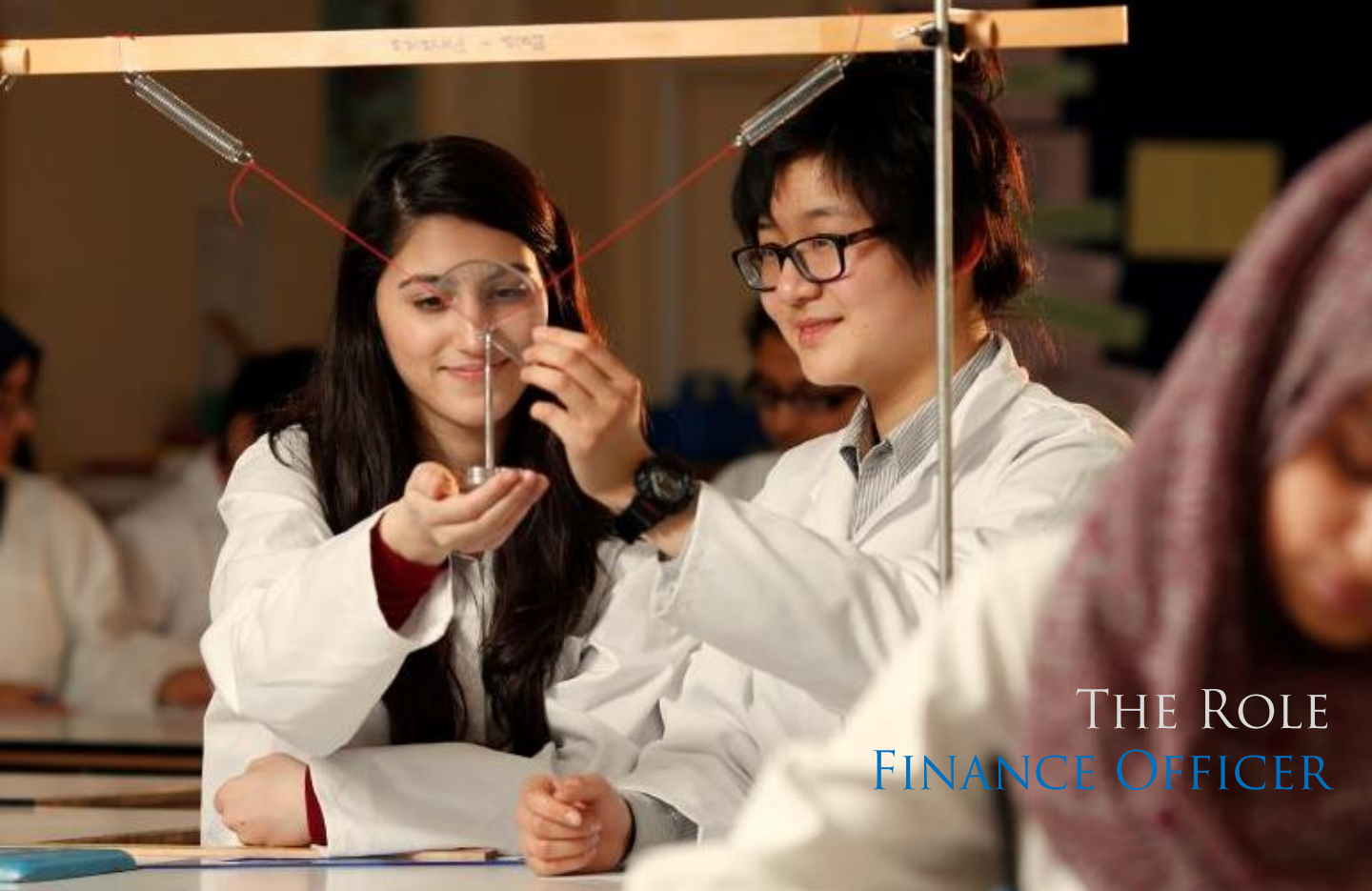
- Post all expenses on schools financial system
- Ensure statement is reconciled to bank statement

### School Reserves Investment

- Monitor the money market Daily/Weekly/Monthly investments for the maximum benefit of the school, ensuring risk-free interest bearing investments
- Monitor and report to the bank any unusual activity and implementing anti-fraud measures to the schools accounting processes as required

### Staff payroll

- Ensure summary records of payroll reconcile to bank payments by way of BACS and are posted on the financial management system each month



## THE ROLE FINANCE OFFICER

### In-House Catering

- Introduce and implement effective accounting procedures, recommending improvements and updates where necessary
- Liaise with Catering Manager, to ensure proper Financial Management
- Prepare and post monthly reports to integrate within the school financial management system and budgets
- Maintain and organise local supermarket relationships and accounts, to support our systems in providing for external meal provisions

### Student Bursary Payments

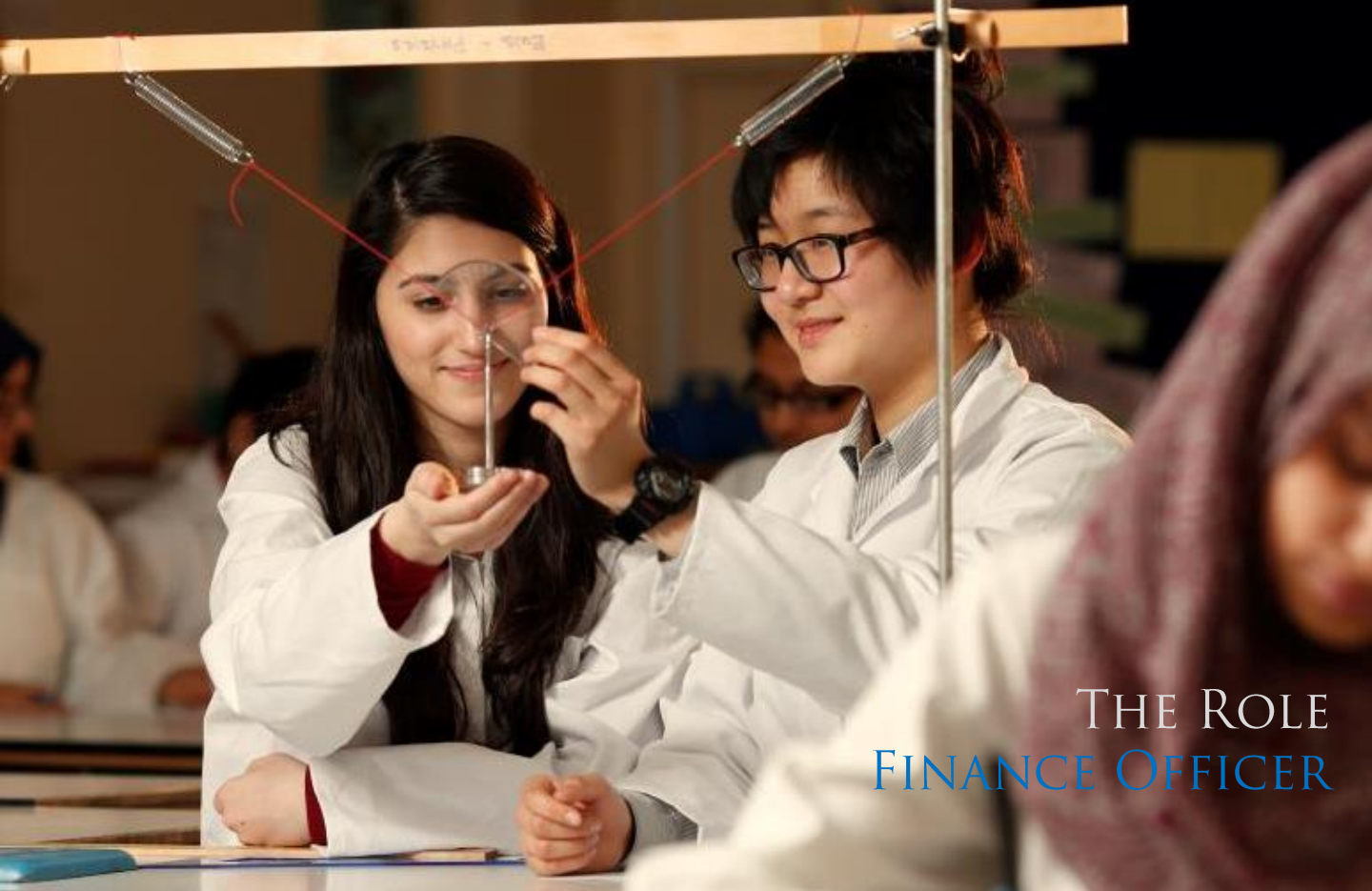
- Liaise with Head of Sixth Form /student support services for eligible students
- Create accounting records for students on the financial management system and prepare and organise payment

### SEND – Out of Borough Payments

- Liaise with school SENCO, coordinate information on Students
- Build contacts of staff involved internally and other out-of-Borough personnel
- Prepare invoices as required and send out in timely fashion
- Ensure funds have been received by school

### School Audit

- Co-ordinate the audit visit with various members of the school staff
- Ensure the readiness and preparedness of the school finance systems for audit



## THE ROLE FINANCE OFFICER

### Other

- Work closely with School Business Manager
- Monitor the school's leasing agreements
- Monitor and advise on schools utilities expenditure
- Oversee the school's insurance policies, and make relevant inquiries and claims
- Comply with and investigate new accounting methods, and make recommendations to the finance team of any changes or adaptations that could benefit the school
- Actively support and contribute to the overall aims and targets of the school
- Be available to carry out other duties as assigned by the line manager
- Investigate and complete any requests from DfE , for statistical information

### Current Scope of School (2023/24)

- Pupil Numbers: - in excess of 1,300 (Age Range — 11 yrs to 18yrs)
- Ofsted Outstanding provider
- Specialist College for Science and Maths
- Special school award - Investors in People
- Gold Award – Cultural Diversity
- Over 150 staff members

***This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.***

***The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post. Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment***



## The Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Sound general education (GCSEs at C or above in English and Mathematics)</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised training/qualification in finance or accounting</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience in financial management or accounting related roles</li> <li>• Experience of using and developing financial systems and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a school environment</li> </ul>
ABILITY/SKILLS	<ul style="list-style-type: none"> <li>• Ability to be meticulous and accurate in financial record keeping and data analysis</li> <li>• Ability to use financial management software (FMS) and other software such as Microsoft Office and Outlook</li> <li>• Ability to coordinate and administer high volumes of broad-ranging tasks – working calmly under pressure in an organised and methodical fashion to meet deadlines</li> <li>• Ability to deal confidently and professionally with a wide range of people including staff, parents, contractors, agents and pupils.</li> <li>• Able to handle confidential financial information with discretion</li> <li>• Evidence of good organisational and analytical skills</li> <li>• Excellent numeracy, literacy and IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to learn new ICT skills and undertake training where necessary</li> <li>• A good understanding of the financial functions and duties of a school</li> </ul>



## The Person Specification

	ESSENTIAL	DESIRABLE
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> <li>Awareness of and commitment to equal opportunities and prepared to support the school's equal opportunities policy.</li> </ul>	
DISPOSITION	<ul style="list-style-type: none"> <li>Willingness to undertake a wide range of duties within the scope of the post but not necessarily defined by the job description</li> <li>Smart appearance and a pleasant manner which speaks highly of the school</li> </ul>	



## LIVING AND WORKING IN EALING

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### TRANSPORT

**Tube:** The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

**Rail:** The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

**Bus:** Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

**Cycle:** Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

# C

### CULTURE AND AMENITIES

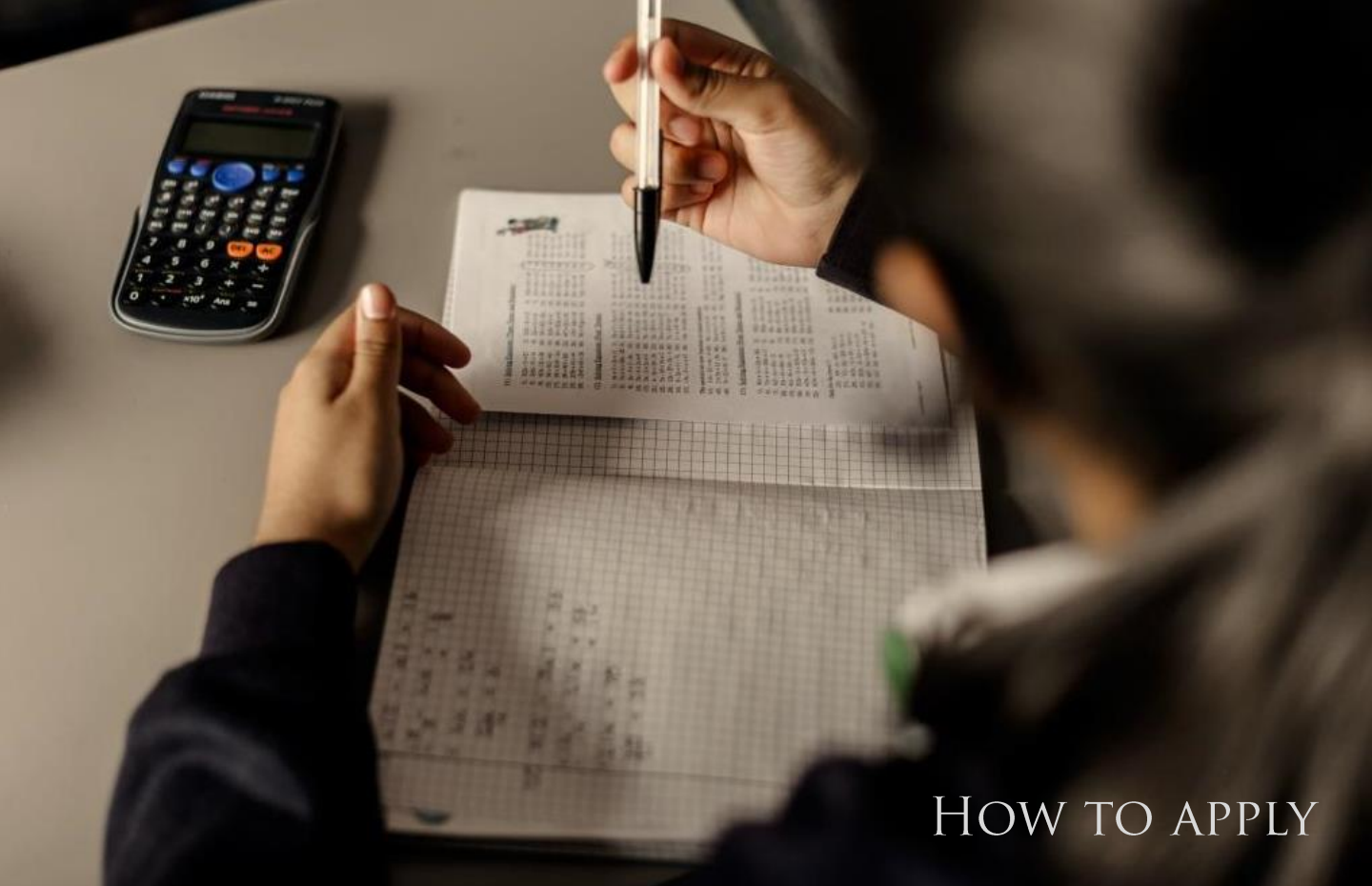
Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



## HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a **Finance Officer** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Friday 20<sup>th</sup> October 2023 at 12 Noon**. We will contact shortlisted applicants only.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**London**  
**W3 0HW**

[HR@ellenwilkinson.ealing.sch.uk](mailto:HR@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)



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QUEENS DRIVE, LONDON W3 0HW  
0208 752 1525 | [WWW.ELLENWILKINSON.EALING.SCH.UK](http://WWW.ELLENWILKINSON.EALING.SCH.UK)



THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

INSPIRING

PASSIONATE

NURTURING

SUCCESSFUL

CREATIVE

A SPECIALIST COLLEGE FOR  
SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.7

## FINANCE OFFICER

**37.5 hours per week & 52 weeks per year**

**Salary: Scale 8 Point 26 Approximately £37,883.57 Per Annum**

**Inclusive of London Weighting Allowance & Ealing Supplement Allowance**

**This post has a probationary period of six months**

We are seeking to recruit an outstanding and motivated Finance Officer to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

**The Closing Date for the post is Friday 20<sup>th</sup> October 2023 at 12 Noon.**

**We reserve the right to close the vacancy early so we encourage early applications for interested candidates**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.

