

The appointment of
Finance Assistant

Required for as soon as possible





Anchored in Christ

We are looking to appoint a Finance Assistant with a basic understanding of finance, strong organisational and administrative skills, together with the ability to work well with students and staff. As well as working within our finance team, the successful post holder will also become a Learning Coach. This student facing role involves providing support to a small group of students and monitoring their academic progress.

The Finance Assistant role is an important one, interacting frequently with suppliers, parents and students. The successful candidate will require professionalism, organisational skills and attention to detail to impress a wide range of stakeholders. Previous experience of work within a school context would be an advantage.

We are currently graded outstanding by Ofsted and SIAMS. Outcomes at GCSE and A Level are very strong with progress in the top 10% nationally. However, we are much more than a successful, academically focused school. We believe in educating the whole child and our Christian values of joy, perseverance, servant leadership, charity and forgiveness underpin everything we stand for. It is important that all of our staff, whether they are teachers or not, work closely with our young people and ensure that they are successful in all that they do. We are looking for staff who will always go the extra mile for our young people and believe that education happens both in and out of the classroom.

Chelsea Academy is a great place to work (we are one of the few schools in the country with Investors in People Gold, recredited in June 2020, as well as a Commitment Award from the London Healthy Workplace Charter), our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We offer internal and external training throughout the year, as your professional development is important to us. Academy staff have access to a wide range of benefits including a private healthcare package, 24 hour GP service, physiotherapy and a confidential well-being support line as well as a laptop and free lunch.





How to apply

Please use the Quick Apply service on the TES. Sorry but we do not accept CVs. The deadline for applications is **Tuesday 7th May 2022**. **Chelsea Academy reserves the right to close the advert early if a suitable candidate is found. Interviews will take place on Wednesday 15th June 2022.**

If you have any further questions about this post then please feel free to contact Anisha Yatally (HR Advisor) who will put you in contact with the relevant staff member.

Equal Opportunities and Safer Recruitment

Chelsea Academy is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability, however, we do expect all our staff to note and follow our Christian ethos which is outlined on our website. Please note that Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the Academy.

If you want to work in a happy, purposeful inner city academy with a strong Christian ethos and commitment to helping every student go on to university or meaningful employment, then we would welcome your application.

Mariella Ardron
Principal

CHELSEA ACADEMY FINANCE ASSISTANT

JOB DESCRIPTION

Purpose	To work under the direction of the Finance Manager to provide support and capacity to ensure the effective delivery of financial operations of the Academy
Reporting to	Finance Manager
Working time	36 hours per week, term time + 3 weeks

DUTIES AND RESPONSIBILITIES:

The Finance Assistant will support the Finance Manager in the following duties and responsibilities:

Liaise with the Finance Manager / Director of Finance and Operations on all matters dealing with the following areas of financial matters.

1. General Finance

- Data entry and maintenance of accounting records on the school's finance system (PS Financials) including printing of regular operational reports.

2. ParentPay and Cash Management

- Assist with daily operational tasks relating to cash transactions.
- Administration of ParentPay system
- Coordinate with Curriculum areas in arranging for collection of payments relating to school trips, book deposits and exams, generating letters and providing timely payment updates
- Ensuring that all parent and teacher queries are dealt with quickly and efficiently

3. Accounts Payable & Receivable

- Raising of academy purchase orders in coordination with Curriculum areas and other operational departments.
- Assist with processing of orders and invoices and preparation of weekly pay runs
- Deal with enquiries from suppliers regarding deliveries and payments.
- Issuing supplier statements and following up on debts and overdue payments
- Assist Finance Manager with the management of student bursaries and other payments

4. Other

- To deputise in the absence of other office staff.
- To actively seek training and development for the role of Finance Assistant.
- To take part in training and performance management procedures.
- To carry out any other reasonable duties within the scope of the post as requested.
- To contribute to the development of the Academy's Christian ethos.
- To support the Academy Mission Statement.

- Meet all of the general requirements of an Associate staff member at the Academy for example being aware of all relevant policies and procedures, participation in the performance management system, raising any concerns regarding health & safety and undertaking specific training and continuing personal development.

Pastoral

Along with other Associate Staff, to serve as a Learning Coach to a small group of students which help build relationships between all staff and students. Responsibilities will include:

1. Responsibilities related to the care of students as individuals

- To gain knowledge of students as individuals, particularly with regard to emotional, behavioural and medical details and also about academic strengths and weaknesses.
- To provide appropriate care and supervision to help each student function and progress as fully as possible in the Academy, both socially and academically.
- To be the initial point of contact with parents / carers and refer issues, as necessary, to Heads of Year.

2. Responsibilities related to behaviour and discipline

- To promote and encourage good standards of behaviour in line with the Academy's behaviour policy.
- To check that uniform requirements are met and promote and encourage high standards of appearance and tidiness.
- To supervise the behaviour of students in the coaching group base during coaching time.

3. Administrative responsibilities

- To monitor attendance and follow up absences in conjunction with the Students Services Co-ordinator and Inclusion Manager as relevant.
- To check regularly and sign students' Home-Academy Planners.
- To attend year team meetings and any other relevant meetings as required.

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> At least 5 'O' Levels / GCSEs which must include Maths and English Language (A*-C) or hold equivalent qualifications 	<ul style="list-style-type: none"> Finance related training
Experience	<ul style="list-style-type: none"> Experience working within an office environment. Experience of using computers for office administration. 	<ul style="list-style-type: none"> At least two years' experience working within a busy finance environment, preferably in a school or other educational environment. Experience of using PS Financials
Skills, knowledge and aptitude	<ul style="list-style-type: none"> Have well-developed ICT skills and a strong awareness of the role of ICT within the designated role. Have organisation skills and ability to work under pressure and meet deadlines. Strong numeracy skills Commitment to continuous professional development 	<ul style="list-style-type: none"> Proficiency in using Microsoft Office and the Google Suite of Products. General awareness of book keeping, accountancy software, including invoice and purchase ledger input Evidence of Continuous Professional Development
People, Relationships and Communications	<ul style="list-style-type: none"> Be willing to work flexibly and is reliable and trustworthy. Have high levels of personal integrity as befits a role of this importance Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy. Be able to build strong professional relationships with staff and students Possess integrity, optimism, resilience, calmness and a sense of proportion. Have a flexible, creative approach to work, able to deal with conflicting pressures Possess excellent written and verbal communication skills 	