

Recruitment Pack

Ellis Guilford School
FINANCE OFFICER



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for Data Manager at Ellis Guilford School.

I joined Ellis Guilford School as Principal in January 2019. It is a great honour and privilege to be asked to lead a school of nearly 1400 young people. We are undergoing a period of change over the next two to three years to ensure that, once again, Ellis Guilford is a school

that the local community can be very proud of.

Central to this improvement is the development of staff skills to meet the demands of the 21st Century curriculum. I consider the next few years will be an exciting time for all the staff and students here. We are looking for people to join us who are committed to making a difference to the lives of young people, many of whom come from disadvantaged backgrounds. They deserve our support and encouragement and the reward for staff when they witness the changes that can be made are immense.

If you are passionate about changing the lives of young people we would like to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people we would very much like to hear from you.

If you would like to discuss this role further, please contact our HR team on recruitment@ellisguilford.nottingham.sch.uk or 0115 913 1338.

Yours sincerely,

A handwritten signature in black ink that reads 'D Powell'.

David Powell

“The curriculum provides for pupils’ spiritual, moral, social and cultural development.”
Ofsted 2018

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



Summary of Ellis Guilford Schools Progress Scores in 2017/18:

- Progress 8 score: **-0.97**
- Attainment 8 score: **34.8%**
- Pupils entering EBacc: **23%**
- Staying in Education or entering employment: **97.8%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the education they deserve.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.



You can find out more at:
www.ellisguilfordschool.org.uk

FINANCE OFFICER JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade F (Points 20 – 24)

THE ROLE

To assist in the management of the Trust's accounting function ensuring its efficient operation in accordance with current procedures and financial standards. This will involve ensuring that month and year end deadlines are strictly adhered to and that all financial commitments and payments are appropriately authorised.

REPORTING LINES

The post will report to the Regional Head of Finance.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Plan, organise and manage workload to ensure that all objectives are met;
- Create well organised, structured routines to ensure that the workload of the Finance Team is carried out to a high standard of accuracy, in a timely and efficient manner, to ensure that all objectives are met;
- Where appropriate, ensure that the requirements of the Trust finance handbook and audit recommendations are strictly adhered to;
- Line management of the Finance Assistant ensuring that they carry out their work accurately in accordance with all financial regulations and standards.

PURCHASE LEDGER

- Manage the purchase ledger to ensure invoices are paid for goods and services received in a timely and efficient manner;
- Setting up new suppliers; ensuring all specified financial controls are adhered to;
- Ensure orders entered by the Finance Assistant, and the online portal, are correctly authorised in accordance with the Trust's financial handbook and are correctly coded;
- Ensure that purchase orders are matched to goods received notes and to purchase invoices;

- Ensure that supplier invoices and credit notes are entered onto the finance system and accurately coded;
- Ensure orders, invoices and other payments are correctly authorised prior to payment being made;
- Reconciliation of supplier statements;
- Ensure that purchase ledger transactions are processed in the correct period;
- Ensure all invoices are scanned on a weekly basis.

CASH AND BANK

- Ensure that all cash collected and receipted is in accordance with the cash collection policy;
- Ensure that cash is prepared for processing via the cash collection company and regional processing centre;
- Manage the administration of ParentPay, including activation letters and accounts, payment items and reporting;
- Code all bank income to the nominal ledger ensure correct nominal codes are used;
- Prepare monthly bank reconciliation statement;
- Process BACS payments including purchase ledger, staff expenses etc;
- Ensure that cash and bank transactions are processed in the correct period;
- Set up and manage direct debits.

SALES LEDGER

- Raise sales invoices;
- Monitor sales ledger to ensure payments are received;
- Chase outstanding debtors;
- Ensure that all sales ledger transactions are processed in the correct period.

MANAGEMENT INFORMATION

- Assist budget holders with queries;
- Provide budget information to budget holders half termly.

You can find out more at:

www.ellisguilfordschool.org.uk

COMMITMENTS

- Review outstanding commitments periodically and delete those no longer required.

MONTH END

- Ensure all necessary postings and reconciliations are complete in accordance with the month end timetable;
- Ensure month end cut off protocols are strictly adhered to;
- Provide the Regional Head of Finance with a list of outstanding creditors at the month end;
- Ensure that all invoices are scanned at month end;
- Provide other assistance to the Regional Head of Finance in completing the monthly accounts pack as may be required;
- Assist in the preparation of monthly prepayment and accrual schedules.

VAT

- Ensure that VAT is processed correctly;
- Provide all necessary information in respect of VAT that Head Office request.

AUDIT

- Assist internal and external auditors;
- Ensure that all agreed audit recommendations are strictly adhered to.

PAYROLL

- Carry out monthly processing of additional payments and deductions ensuring all are appropriately authorised and submitted for payment;
- Carry out monthly processing of expenses ensuring all are appropriately authorised and submitted for payment;
- Ensure all expenses and monthly variances are appropriately authorised.

CREDIT CARD

- Where required use the credit to make payments;
- Ensure that credit card payments are correctly authorised before being processed;
- Ensure the credit card statement is correctly authorised each month.

GENERAL RESPONSIBILITIES

- Work co-operatively with other support and teaching staff.
- Comply with Creative Education Trust policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:
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FINANCE OFFICER

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE to Grade C or above (or equivalent) • Evidence of commitment to continuing professional development 	<ul style="list-style-type: none"> • AAT Qualification or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working within a busy finance team • Experience of using a finance system such as PS Financials • Experience of monitoring targets and performance • Experience of adhering strictly to financial regulations and authorisation limits • Experience of planning work for team members and self • Experience of meeting tight and cyclical deadlines • Experience of purchase ledger and sales ledger • Experience of ensuring correct coding of income and expenditure to the nominal ledger • Experience of dealing with cash and bank accounts • Experience of ensuring that month end cut off protocols are strictly adhered to 	<ul style="list-style-type: none"> • Experience of working with senior management • Experience of using PS Financials • Experience of providing management information to budget holders • Experience of assisting with month and year end procedures and processes • Experience of VAT
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to follow and document detailed financial instructions • Ability to maintain high standards under pressure • Excellent literacy, numeracy and IT skills • Effective administration and organisational skills 	<ul style="list-style-type: none"> • Knowledge of Financial Regulations and Controls

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Personal Attributes

- Ability to work under pressure and be able to meet deadlines
- Ability to think creatively and to prioritise
- Excellent communication skills (including written, oral and presentation skills)
- Excellent interpersonal skills
- A commitment to safeguarding and promoting the welfare of children and young people
- A commitment to the Academy Trust's vision, values, aims and objectives
- Sensitive and ability to uphold confidentiality

Other

- Commitment to equal opportunities.
- Commitment to personal, team and student development.
- Commitment to own professional development.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:
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