

*Ofsted rated GOOD and School of the Year 2018*



# SENIOR FINANCE OFFICER SEPTEMBER 2019



# RECRUITMENT INFORMATION PACK

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Dear Candidate

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school and SCHOOL OF THE YEAR 2018 (Northampton Education Awards). We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

Wrenn School has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve beyond our current P8 score of +0.15. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do, who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Your career and development as a member of staff is important to us and every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Teaching is a most satisfying and at the same time demanding profession, and the wellbeing of our staff is of paramount importance. We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all.

The Governors are passionate about securing the very best for the school and expect commitment and drive, coupled with sensibility and humility. If you feel you have the skills, expertise, energy, enthusiasm and passion to join the staff team here, then please ensure that you apply.

You will be able to find a wealth of information about Wrenn School on our website [www.wrennschool.org.uk](http://www.wrennschool.org.uk) which will help with your decision. Alternately you can arrange to visit us and talk to the students and staff, but more importantly you will see the Wrennaissance for yourself.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Steve Elliott', written over a light blue horizontal line.

Steve Elliott  
Principal



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# JOB ADVERT, DESCRIPTION AND SPECIFICATION





## Senior Finance Officer

**Full time / Permanent Post**

**37 hours per week**

**52 weeks per year**

**Start date – 4<sup>th</sup> September 2019**

**Actual Salary: Grade 7 Points 23- 25 (£26,999 - £28,785 per annum)**

**Grading and Salary will be based in accordance with our Pay Policy, linked to Performance**

We are looking to appoint a new member of staff to join our Finance Team at Wrenn. This is a new position which brings with it the opportunity to develop your experience and take on new exciting challenges to deliver a first-class financial services that supports the advancement of Wrenn School.

Wrenn School was awarded SCHOOL OF THE YEAR 2018 (Northampton Education Awards) and has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve beyond our current P8 score of +0.19. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do, who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence.

Your career and development as a member of staff is important to us and every member of staff receives an Individual Professional Development Programme. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work and research projects linked to the needs of our students and the school.

The successful candidate will be joining our family at an exciting time where we aim to be recognised as a top 10% school in the UK by 2021. We believe that every student is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. We have a traditional ethos called 'Proud to be Wrenn' underpinning our School and strive to develop the aspirations and values of every student and member of staff.

Situated on the outskirts of the town of Wellingborough, Wrenn is a popular School with dynamic, inspirational and caring staff. Expectations are high, Wrenn demands high standards and aspirations from students and staff alike, with an excellent programme of CPD support that will support and develop your career at Wrenn.

**For an application pack or to arrange a visit to our School, please contact Miss A Wright, 01933 222039 or [alice.wright@wrennschool.org.uk](mailto:alice.wright@wrennschool.org.uk) or visit our website [www.wrennschool.org.uk](http://www.wrennschool.org.uk)**

**Closing date:** Monday 29<sup>th</sup> July 2019 Midday

**Interview date:** Week commencing 19<sup>th</sup> August 2019

We are an equal opportunities employer. The organisation is committed to safeguarding and promoting the welfare of children, we expect all staff to share this commitment. An enhanced DBS check, together with references from previous employers will be requested for short-listed applicants prior to interview.



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## **SENIOR FINANCE OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION**

**Responsible to: Regional Head of Finance**

**Salary: Grade 7**

**Contract type: 37 hours/52 Weeks**

**Location: Wrenn School**

### **Job purpose**

To be responsible to the accurate and efficient day to day running of the school's finance in accordance with CET regulations and the Academies Financial Handbook.

### **Key responsibilities and accountabilities**

1. Keep and maintain the school's finances - preparing income and expenditure accounts and balance sheets.
2. Prepare month end accounts including bank reconciliations, prepayments and accruals along with other reports in a timely manner for submission to Head Office.
3. Ensure that School charge card payments are correctly allocated and totalled.
4. Ensure that Parentpay and Paypoint income is accurate and correctly distributed.
5. Prepare the school's weekly payment run and one-off payments.
6. Monitor, oversee and prepare staff expenses ensuring that payments are made in line with the school's re-imburement policy guided by the Academies Financial Handbook.
7. Reviewing and sending the school's monthly VAT return to CET Head Office.
8. The production of regular budget control reports (with itemised details) for Budget Holders.
9. Undertake the operation of a computerised accounts system (PS Financials), including requisitioning of goods and services, checking on goods received and payment of invoices.
10. Keep all accounts used in school filed securely and processed in line with procedures for their proper auditing.
11. Be responsible for the recording, security and banking of all monies.
12. Be responsible for ensuring the correct financial procedures are followed when receipting monies received in school whilst working towards a totally cashless school.
13. Together with the Finance Officer be responsible for the complete financial and administrative requirements of educational visits.
14. Responsible for the school's fixed asset register.
15. Responsible for the upkeep of school inventory – including responsibility for ensuring security marking is carried out where appropriate.
16. Line Management of the Finance Officer.
17. Oversee the administrative side of the school's Cashless Catering.

To undertake any duties of a similar nature as required by the Principal/CET Regional Head of Finance.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher

**PERSON SPECIFICATION**

	Essential
Qualifications	GCSE Maths Grade C or above or equivalent NVQ3 in Business Administration or equivalent finance qualification or proven experience within a similar role
Experience	Experience of working within a finance department Good level of competence in Excel, Word and Outlook and accounting software Meeting deadlines and maintaining high standards under pressure Maintaining confidentiality
Knowledge and understanding	Demonstrable understanding of accounting processes and procedures Demonstrable understanding of how to achieve best value for money
Skills	Able to work in a busy office environment that often demands high levels of concentration Able to apply tact and diplomacy in all communication Proven ability to establish productive professional relationships with children, colleagues, and parents. Strong interpersonal and communication skills to effectively manage areas of responsibility and to liaise with all contacts
Equal opportunities	Commitment to inclusion and diversity
Other requirements	A friendly and professional person who demonstrates support and a commitment to providing a high quality service

The 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.