



Finance and Payroll Assistant
INFORMATION PACK FOR CANDIDATES



Dear Applicant

Thank you for your enquiry regarding the position of **Finance and Payroll Assistant** at Oasis Academy John Williams.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete the Application Form – (CVs are not accepted) and return it to Claire Warren, HR Lead, by either of the following ways:

Email: hr@oasisjohnwilliams.org

Post: Oasis Academy John Williams
Petherton Road
Hengrove
Bristol
BS14 9BU

The closing deadline for applications is no later than **9.00am on 24 May 2019**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held week commencing **w/c 27 May 2019**. If you have not been invited to attend by **Wednesday 29 May 2019**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website www.oasisacademyjohnwilliams.org, or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Claire Warren'.

Claire Warren
HR Lead



Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or other relevant investigating bodies.

Finance Assistant – Bristol Cluster

Job Description

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|-------------------|--|------------------|---|
| Post: | Finance and Payroll Assistant | Salary: | Starting Salary £18,795 plus Recruitment allowance of £1200 per annum |
| Location: | Regional Office at Oasis Academy John Williams but may be required to visit other academies within the Cluster | Working Pattern: | Full time – 37 hours a week all year round |
| Disclosure Level: | Enhanced | | |

Job Purpose:

The post holder will work as part of a team and assist the Finance Officer in a range of duties pertaining to the financial management of the Academy and the Bristol cluster group.

Responsible to:

Regional Finance Director – South Bristol Cluster

Additional: Key Relationships

Academy Leadership Teams at all South Bristol Cluster Academies; relevant teaching and support staff; external agencies; other Oasis Academies and Oasis Community Learning central staff

Specific Responsibilities (in addition to those identified within the Teachers' standards)

To be responsible for the day to day process of the purchase ledger through PS Financials:

- Maintaining the creditors accounts
- Creating and maintain all suppliers details
- Receiving and processing internal requisition forms
- Check and arrange internal delivery of goods received
- Processing orders, goods receipt notes, invoices and credit notes □ Monitoring returned GRN's from staff and chasing up where necessary
- Dealing with written, telephone and personal enquiries by both staff and suppliers
- Produce and review a weekly aged creditors report
- Produce the fortnightly BACs report and raise manual cheques for payment

To be responsible for the day to day processing of petty cash

- Receive and check petty cash reimbursement claim forms from staff
- Payment of petty cash
- Logging all petty cash claims onto the month transaction report ensuring VAT is correctly accounted for
- Weekly reconciliation of the petty cash tin

To support the Finance Teams by:

- Receiving and counting of money including daily school meals income
- Recording income received onto the Tucasi system
- Reconciliation of daily catering receipts with revaluation machine reports and dinner money registers
- Weekly preparation of monies for banking including reconciliation with Tucasi records
- Processing Credit card payments and monthly returns
- Entering income onto PS Financials
- Raising of sales invoices through PS Financials
- Preparation of reports for budget holders as required
- Reconciliation and collating statistical data
- Controlling and updating the academy's inventory

New Starters and internal appointments

Generate and issue the appropriate contract to appointed staff, completing variation to contract as and when required

Staff data base and Personnel records

- Populate and maintain the MIS and I-Trent Staff Databases
- Add new staff to the Databases
- Keep employee personal data up to date in file, MIS and I-Trent (tel contact, next of kin, emergency contact etc.)
- Provide data for official returns relating to absence and personnel including the School Workforce Census
- Ensure the accuracy of information contained on I-Trent in relation to all local staff
- Assist with any Freedom of Information Enquiries relating to payroll matters

Payroll

- Assist with the accurate and timely payment of salaries to all cluster Academy employees including application of increments and factor changes
- Be responsible for the collection and input of all payroll data for staff including new starters/leavers, overtime and expenses in order to complete the monthly staff payroll submission ready for authorisation.
- Check payroll reports for accuracy and consistency with authorised submission, and liaise with payroll provider to ensure final payroll run is correct
- Resolve staff queries
- Keep abreast of all developments and legislation surrounding payroll, pensions and benefits. Ensure all legislation is adhered to throughout the Academies
- Ensure that all Leavers are removed from the system as notified on termination forms.
- Ensure errors are remedied and preventative action is taken so they do not recur
- Ensure data security at all time in accordance with Data Protection legislation and make sure these measures are adhered to at all times.
- Create and update local files for all payroll data sources and third parties and ensure that they are kept up to date.

- Prepare annual salary statements as required
- Assist with the completion of monthly payroll reconciliation reports

Pension Administration & Retirements

- Follow the Pensions Guidance training document in all appropriate matters
- Have an understanding of the implications of pension auto-enrolment and contractual enrolment and be able to generate and process the appropriate paperwork as required
- Ensure that only official opt out forms are completed and returned by members wishing to stop contributions to either the LGPS or TPS before ending deductions
- Complete a UDF on I-Trent for every non-contributing member of staff and upload an opt out form where applicable
- Set up new members, and re-joining members, to the appropriate pension fund on I-Trent
- Carry out spot checks on both employee and employer contributions on monthly payroll review and notify both the central HR team and Midland HR if there are any irregularities
- Advise members of staff if they have a change to their pension contribution rate and the reason why this is
- Notify the central Pensions team of any members who confirm in writing that they wish to withdraw their retirement benefits from either the LGPS or TPS so that application forms can be completed and submitted
- Communicate to staff that if they do wish to access their retirement benefits then they should give OCL at least 3 months' notice of this so that the retirement benefit application can be completed & submitted and so that the Fund can calculate and pay their benefits on time
- Notify the central Pensions team immediately of any death in service claims or possible ill health retirements
- Provide members of staff with appropriate pension paperwork including new membership packs, new starter details, maternity packs, retirement guides and leaver/deferred benefits information
- Ensure appropriate paperwork is completed by staff who take unpaid leave of absences whether due to industrial action, maternity or some other reason
- Assist Midland HR and central Pensions team in completing annual returns and audits for both the TPS and LGPS, namely by providing requested contractual documentation or guidance on any over payments or under payments that may have occurred promptly.
- With the guidance of the central Pensions team, liaise appropriately with any staff member if an arrears repayment situation occurs
- Pass on any pension paperwork that needs completing by Midland HR to them in good time

Provide effective clerical support to the agreed procedural standards to ensure the smooth running of the teams' workload through:

- Monitoring/ordering of stationery
- Opening and sorting the post
- Filing
- Photocopying
- Word and Excel processing

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

Safeguarding Statement

Oasis Community Learning is committed to the safe guarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

Safeguarding Children

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people.

We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

Person Specification

| | Essential | Desirable |
|---------------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience | <ul style="list-style-type: none"> Post 16 educational qualifications An accounts/financial qualification |
| Professional Developments | <ul style="list-style-type: none"> Self-motivated and committed to self-development | <ul style="list-style-type: none"> Previous experience of working in a school |
| Experience | <ul style="list-style-type: none"> Successful experience of working in an office environment or similar Experience of working effectively within a team | <ul style="list-style-type: none"> Evidence of independent work Experience of effectively working with the public/students/community environment/customer focused environment Previous experience of working in finance |
| Knowledge | <ul style="list-style-type: none"> Proficient in the use of Microsoft packages Word /Excel Basic understanding of accounting | <ul style="list-style-type: none"> Proficient in the use of school information management systems Proficient use of e-mail and the internet |
| Skills | <ul style="list-style-type: none"> Good levels of ICT skills and high level of attention to detail Good written and oral communication skills Effective team member able to work co-operatively with colleagues | |

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| | <ul style="list-style-type: none"> • Calm and adaptable with an ability to work within a flexible and busy environment • Good organisational, prioritisation and time management skills • Ability to work in an environment which requires a high level of confidentiality • Good interpersonal skills | |
| Commitments | <ul style="list-style-type: none"> □ Supports the Academy's aims | |
| Personal Qualities | <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes | |
| | <p>to use of authority and maintaining discipline"</p> <ul style="list-style-type: none"> • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • Energy, enthusiasm and flexibility • Good health and attendance record • Sense of humour | <ul style="list-style-type: none"> • |