



Candidate Pack
Finance Assistant



Co-op Academy
Manchester

Welcome from the Principal

Thank you for your interest in applying for the role of Finance Assistant at Co-op Academy Manchester.

We are seeking to appoint an outstanding colleague to join our Finance Team, who in turn, will provide essential support to academy staff, students and parents. The successful applicant will assist with accurate, efficient and effective support to the Trust Finance Manager for the development and operation of the finance function of the Academy.

This role offers a chance to work in a supportive and dynamic school environment, where you can make a real difference to the lives of students. Co-op Academy Manchester is committed to providing an outstanding education and supportive environment for all students, and the Finance Assistant will be a key member of the team working towards this goal.

Deadline for applications: 18 July 2024

To start ASAP

About the academy

The academy, based in Higher Blackley in North Manchester, has over 1,600 students on roll and is part of Co-op Academies Trust.

Co-op Academy Manchester was recently judged 'Good' by Ofsted in March 2023. Ofsted said that:

"Leaders, trustees and governors strive for all pupils at Co-op Academy Manchester to be successful. Pupils are encouraged to demonstrate the 'ways of being Co-op' in all that they do."

"Teachers have strong subject knowledge. They use their expertise to help pupils to learn well in lessons. Teachers who are not specialists in a subject receive appropriate and effective subject-specific training. This enables these teachers to deliver the curriculum equally well."

"Leaders have thought carefully about the curriculum that they want all pupils to learn, including those with SEND. The curriculum is well organised. Subject leaders have thought deeply about the key knowledge that pupils should learn and the order in which this content should be taught."

All academies in our Trust are united by our Ways of Being Co-op.

These are:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

We are looking for colleagues who are up for a challenge; who want to make a real difference to the lives of the children they work with; who are committed to their own professional development and who want to be outstanding teachers, classroom assistants, administrators, leaders, and support workers across a wide range of roles in our academy.

We offer:

- The opportunity to work in a highly successful academy with a growing reputation as a high-performing educational setting.
- Excellent facilities
- Significant opportunities for professional development and growth within the academy and the Trust.
- The opportunity to work under the ethics and values of the Co-op.
- Co-op Academies Trust benefits package.

A note on safeguarding

- The academy is committed to the safeguarding and welfare of children and young people and expects all of its employees and volunteers to share this commitment. The post is exempt under the rehabilitation of the young offenders act 1974 and the amendments to the expectations order 1975, 2013 and 2020 and the successful applicant will be subject to an enhanced DBS check.
- All applications must be made through our application forms. We cannot accept CVs.

For any queries about the role (including booking an informal visit or discussion with the relevant leader) please contact the recruitment team via manc-enquiries@coopacademies.co.uk or telephone 0161 795 3005.

Allan Glover
Principal

- Applications should be made via our page on TES Jobs at <https://www.tes.com/jobs/employer/co-op-academy-manchester-1056052>
- Please get in touch via Claire.downend@coopacademies.co.uk if you would like to informally discuss the role or visit the academy.



Job Description

Job Title: Finance Assistant

Salary / grade range	Grade 5
Location	Co-op Academy Manchester
Reports to	Principal/Trust Finance Manager

Purpose of role:

To assist with accurate, efficient and effective support to the Trust Finance Manager for the development and operation of the finance function of the Academy.

Key accountabilities (and specific duties / responsibilities):

- Input of standing information to the Trust's Finance system (suppliers, debtors) in accordance with financial procedures.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Ensure Purchase Orders, are checked for accuracy and forwarded to suppliers
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and ready for payment.
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors.
- Responsible for the reconciliation and coding of the Business Charge Cards.
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank.
- Collection, counting and banking of cash and maintenance of appropriate financial records in relation to school meals.
- Maintaining a detailed record of non-invoiced income relating to School Extracurricular Clubs, Trips etc including fundraising initiatives
- Responsibility for Petty Cash and correct cost allocation thereof.
- Assist with month end procedures including bank and other reconciliations and posting of journals as required.
- Accurate recording of all Transactions in respect of Parent Pay.

- To maintain an accurate filing system suitable for audit purposes.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- Manage day to day stock levels in the central stock cupboard & compile orders.
- To operate flexibly and, in particular, to assist at peak times with budget preparation.
- Assisting with the Administration and accurate coding of all activity days.
- Ensure confidential, tactful and secure management of sensitive information.
- Ensure accurate records in respect of the school bus are maintained and timely chasing of outstanding amounts.

Other

- The postholder will be subject to performance objectives, which will be agreed and reviewed annually.
- The postholder is expected to undertake personal development to improve own practice
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Safeguarding

“The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”.

Health & Safety Responsibilities

All employees have the responsibility:

- I. To comply with safety rules and procedure laid down in their area of activity
- II. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- III. To use protective clothing or equipment as may be provided
- IV. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- V. To cooperate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> AAT and/or Relevant Experience 	Essential	A/I
Experience <ul style="list-style-type: none"> Previous experience of working in finance An understanding of finance procedures Working in a school 	Essential Desirable Desirable	A / I / R A / I / R A / I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Good communication skills Basic numeric skills Solid computer and organisational skills 		A/I A/I A/I
Personal Qualities <ul style="list-style-type: none"> Flexible approach to working times whilst remaining punctual and reliable Willingness to learn and develop new skills and attend training where needed Good Telephone Manner Motivation to work with children and young people Able to work under pressure and a determination to succeed Confident 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 		I A/I I I I I I I I I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

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