

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and North Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

The Trust Central Team is based at Acres Hill Business Park, Acres Hill Lane, Sheffield S9 4LR. The successful candidate will be required to travel to all Trust sites when required.

### **Finance Assistant**

**Grade 4, SCP 7 - 12, £24,294 - £26,421**

**Permanent -37 Hours / 52 Weeks**

**To start: As soon as possible**

### **About this vacancy**

Required to start as soon as possible, we are looking to recruit an enthusiastic and knowledgeable Finance Assistant to join our Central Team and contribute to the development of the finance service.

As part of the Central Finance team, you will: provide financial support and advice services for the academies within the Trust, ensuring that efficient and effective processes and systems are followed to support Trust compliance.

The successful candidate will be able to work at pace, contributing effectively to the team and be a self-motivated individual. As an employer we invest in our employees and develop our talent, giving access to CPD that supports our employees to be the best they can be.

This role would suit an experienced Finance Assistant or someone looking for their first finance role with the opportunity to train and progress as part of a supportive team.

Applicants are welcome to discuss any aspect of the role with Georgina Butler (Director of Finance).

**Chorus Education Trust is proud to support flexible working arrangements.**

### **To apply**

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Carly Braid (Director of HR) at: [recruitment@chorustrust.org](mailto:recruitment@chorustrust.org)

Please note that CVs and Sheffield City Council application forms will not be accepted.

**Deadline for applications: ASAP**

**Interviews will be arranged on receipt of suitable applications.**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

*The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.*

*At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).*

## Job Description: summary

<b>Post title:</b>	<b>Finance Assistant</b>
<b>Profile:</b>	BS2.5
<b>Grade:</b>	4
<b>Grade spinal point range:</b>	7 – 12
<b>Accountable SLT post:</b>	Chief Financial Officer
<b>Line Manager of post holder (if different):</b>	Director of Finance
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Other teaching and support staff
<b>Holiday and sickness relief by/for:</b>	By and for other finance or administrative support staff
<b>Purpose of job:</b>	To provide an efficient and effective financial administration service to the central team and schools, processing financial transactions and maintaining accurate and timely financial records.
	This post may work across the Trust schools.
<b>Version revised:</b>	30/11/2023

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

### Specific duties and responsibilities

To be responsible for carrying out a range of financial processing monitoring and administrative duties to the standards required by the academy, the ESFA, Audit Commission and the accountancy profession. Duties will include, but not be limited to:

#### Main duties and responsibilities:

- Operate financial and clerical systems within the Trust in a secure manner.
- Maintain appropriate financial records as necessary.
- Undertake financial tasks in order with the Trust's policies and procedures.
- Operate the Trust's financial systems including processing and review of orders, deliveries and invoices.
- Place orders for goods and equipment, checking deliveries and investigating discrepancies with suppliers.
- To negotiate with suppliers to ensure best value in regard to goods and services.
- To guide colleagues in relation to best value practice and efficient use of public monies.
- Process and authorise invoices in accordance with Trust finance procedures.
- Process payments by BACS or cheque.
- Maintain creditor and debtor records, and liaise as appropriate, in order that payment of invoice legislation is complied with.
- Liaise with teachers, support staff, parents and third parties concerning payments due in respect of school trips and other debts, including raising of debtor accounts and credit control.
- Check invoices for prepayments and asset register items.
- Responsible for petty cash float and transactions, ensuring correct handling and recording of cash in accordance with procedures.
- Collection or Receipt, recording and accounting for all income received by the school/Trust, including distribution of receipts.

- Prepare weekly banking for paying-in.
- Assist the Finance Officer/Manager with monthly bank reconciliations, monthly payroll input and the checking of payroll reports.
- Maintain the School Fund account and assist the Finance Officer/ Manager in the preparation of final accounts for audit and any other financial reports as necessary.
- Liaise with teaching and support staff and respond to enquiries on matters within the post holder's responsibility.

### **Support for the Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Finance Assistant**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in a busy finance office	✓		A/I
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A/I
Ability to organise time and work to tight multiple deadlines, keeping calm under pressure	✓		A/I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A/I
Experience of financial processing and systems	✓		A/I
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Maths and English, level 4 or above	✓		A
Degree or equivalent experience in Finance	✓		A
<b>Other skills</b>			
Ability and willingness to undertake professional development.	✓		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/Ref
Ability to work effectively as part of a team.	✓		I/Ref
Maintain strict confidentiality of information	✓		A/I

<b>Interpersonal skills</b>			
Highly motivated with a can-do attitude and a positive demeanour		✓	A/I
The ability to deal with dispute sensitively and discretely	✓		A/I
Ability to foster good relations with a range of colleagues at all levels	✓		A/I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I