

Finance Officer

Permanent



Candidate

Information Pack

Southlands High School, a school in the newly formed Mosaic Academy Trust with Standish High School, is seeking to appoint a Finance Officer on a permanent contract.

This is an exciting opportunity for someone to join our school finance team. The finance office is very busy and we are looking for someone who is energetic, able to plan their own and the finance assistant's workload, be able to problem solve and to be willing to become a full and active member of the school.

The successful candidate must have finance experience. Knowledge of school based information systems such as SIMS and HCSS Accounting would be an advantage but not essential as full training will be provided.

The position is 37 hours a week, term time plus four weeks. Grade 5 point 6 – 11 £19,698 - £21,748 pro rata.

Closing date for application is Friday 16 April 2021 at 9.00am.

Application forms should be returned to mearsc@southlands.lancs.sch.uk.

Interviews will be held w/c 26 April 2021.

Southlands is an Equal Opportunities Employer welcoming applications from all sections of the community.

This post is covered by the Rehabilitation of Offenders Act 1975. If successful you will be required to apply to the Disclosure and Barring Service (DBS).

General Information for Applicants

Southlands High School is on a journey to excellence. Our motto 'Endeavour for Excellence' demonstrates that we expect all stakeholders, staff and students to work hard. Southlands High School is striving to be 'Better' than ever before as a successful and inclusive school that works in close partnership with families and the community to achieve the best for our young people.

In December 2017, we were designated as a converter academy within the Mosaic Academy Trust with Standish High School and recently joined by Golborne Primary and have gone from strength to strength in our partnership. The Mosaic Academy Trust as an organisation seeks to value each and every member of the community and to become a family of schools that will welcome other schools and be a Trust whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

In 2017 Southlands High School was the 8th most improved school in Lancashire and the fastest improving school in Chorley. In 2018 we were in the top 5 schools in Lancashire and we continually do our utmost for staff and students on our journey of improvement further.

We strive to meet the needs of the individual child so that they feel safe, secure and happy and enjoy their time at Southlands. We also aim to provide the highest standards of teaching and learning so that students are able to progress and fulfil their potential. We believe that every child should be given opportunities to develop their character as part of their growth and development in order to prepare them for adult life. Many of our students go on to be very successful in all aspects of life with a number attending some of the leading universities in the country. We are committed in our drive for academic excellence whilst offering a wide range of extra-curricular activities and opportunities so that our students can achieve educational success and develop fully as individuals.

We recognise that all students have the right to the highest quality education that will equip them with the qualifications they need to progress to college, university or their chosen career. Every decision we take to create our successful school comes from a firmly held staff belief that we can always strive to be 'better' than before.

The school was last inspected by Ofsted in June 2013 and was judged as good in every aspect. Parental responses to the Kirkland Rowell survey consider the school outstanding and student responses to the Pupil Attitude Questionnaire were also very good. Our school priorities for 2020-21 clearly focus on our culture for improvement: improving student outcomes, the development of teaching, learning and assessment, strong personal development, behaviour and welfare and effective leadership at all levels.

There are 913 young people on roll. The intake profile in both socio-economic and academic terms is that of a fairly typical comprehensive school.

At Southlands we are very proud of our caring school community and place great emphasis on high standards of behaviour and respect for all through our Southlands Standard.

Hopefully, this has inspired you to take a serious look at Southlands.

I look forward to receiving your application form.

Kerry Millar

Headteacher

Finance Officer
Date: March 21

Job Description

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| Post Title: | Finance Officer (Permanent Contract) |
| Purpose: | <ul style="list-style-type: none"> To ensure effective operation of the finance function of the school. To supervise the finance functions within the school under the direction of the Head of School / School Business Manager. Supervision of Finance Assistant, including allocation and checking of work, induction and demonstration of duties. To assist the School Business Manager with all aspects of the development of school finances. To ensure the safe receipt and handling of cash/cheques and the reconciliation of transactions. To co-ordinate and complete administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services. To contribute to the provision of an effective environment for learning. |
| Responsible to: | Headteacher / School Business Manager |
| Liaising with: | Head of School, Leadership Team, teachers, support staff, students, parents / carers, outside agencies and business partners |
| Working time: | 37 hours per week, term time plus four weeks Monday to Thursday 08.00 am to 16.00 pm and Fridays 08.00 am to 15.30 pm No holidays are permitted during the 190 day teaching year. |
| Salary / Grade: | Grade 5, SCP 6-11 £19,698 - £21,748 pro rata |
| Main Duties / Job Outline | <ul style="list-style-type: none"> To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors. To work within school policies and procedures. To maintain and update information held on the school's database, in particular those relating to finance including recording expenditure and income. To set up and maintain archive files and historical data. To assist in the collection, entry and extraction of data required to complete statutory returns. To process payments following required authorisation having been gained and ensuring cheques/online refunds/BACS payments are signed/authorised by relevant signatories. To maintain the school equipment register. To arrange for promotion of all areas relating to finance e.g. trips, online payments, cashless catering, newsletters, parents evening etc. To complete bank account reconciliations, ensuring that they are signed off by the Business Manager. To assist with the preparation of cash flow calculations and projections as required by the Business Manager. To ensure accurate VAT accounting for both income and expenditure. To issue school invoices and following up their prompt payment. To contribute to the evaluation and development of financial systems and procedures. To assist in the establishment of a list of approved contractors and suppliers to ensure best value. To assist the Business Manager in the co-ordination of the annual audit. To be responsible for all purchases made on the school purchase card and reconciling the monthly card statement |

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| | <ul style="list-style-type: none"> • To ensure that students entitled to free school meals are recorded on the school's database and accurately reflect the Local Authority records. • To maintain both manual and computerised record and filing systems in line with audit requirements such as authorised signatories list, invoices, expenses, banking, cheque books etc. • To deal with correspondence/emails promptly and as required including distribution of invoices received, payment queries, communication received from suppliers, contractors and the bank. • Administration of the cashless catering system. • Processing internal charges e.g. printing, catering, rewards and duty allowances. • Preparing and distributing monthly budget holder reports. • To ensure all income and expenditure for school music tuition is correctly accounted for. • Responsible for all cash held in the school alongside the Finance Team. • Recording and monitoring the income and expenditure for school trips. • To support the development and promotion of an image which is consistent with the aims of the school. • Responsible for the day to day administration of petty cash. • To oversee the preparation of orders at the request of budget holders for authorising by senior staff. • To oversee the preparation of invoices for authorising by senior staff. To ensure that invoices are paid within the agreed terms and deal with all enquiries relating to them. • To oversee the receiving, recording and banking of all monies received into the budget and the unofficial school fund. Maintain records and ensure income is credited to correct budget heading. |
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| Health and Safety Training | <ul style="list-style-type: none"> To undertake Health and Safety Training on areas within the designated work area |
| Other Specific Duties | <ul style="list-style-type: none"> To carry out the duties in the most effective, efficient and economic manner available To continue personal development in the relevant area To participate in the staff review and development appraisal process To support the development and promotion of an image that is consistent with the aims of the school Provide general clerical / admin support, when directed. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person Commitment and support to ensure equal opportunities for all Contribute to the overall ethos / work / aims of the school Appreciate and support the role of other professionals Attend and participate in relevant meetings as may be reasonably directed |
| School Ethos | <ul style="list-style-type: none"> Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example Promote actively the school's corporate policies Comply with the school's health and safety policy and undertake risk assessments as appropriate |

Person Specification Finance Officer

| Aspect | Essential / Desirable | Application/ Interview / Reference |
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| Experience | | |
| Experience of working in a busy finance team | E | A, I |
| Experience of using schools' administrative and financial systems, including SIMS and HCSS Accounting | D | A, I |
| Ability to work accurately, with attention to detail | E | A, I, R |
| Experience of school related finance procedures | E | A, I, R |
| Experience of development, management and operation of administrative / finance systems | E | A, I, R |
| Experience of managing budgets | D | A, I, R |
| Experience of working within a school setting or learning resource facility | D | A, I |
| Experience of a range of financial responsibilities including accounting for cash | E | A, I, R |
| Training & Qualifications | | |
| Minimum of 3 GCSE's Grades (A to C) including English & Maths or equivalent qualifications to NVQ Level 2 / QCF credit value | E | A, I, R |
| NVQ level 2 in Business, Finance or Accountancy or equivalent relevant qualification / QCF credit value or willingness to work towards within agreed timescales | D | A, I |
| AAT Level 3 qualification or working towards | D | A, I |
| Knowledge & Understanding | | |
| Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post | | |
| Knowledge of school funding and financial procedures | E | A, I |
| Highly motivated with the ability to prioritise and meet tight deadlines | E | A, I, R |
| To have an understanding of audit requirements | E | A, I |
| Fully competent in the use of ICT packages e.g. Microsoft word, Excel | E | A, I, R |
| Excellent time management, administrative and organisational skills, prioritising own workload | E | A, I, R |
| Able to use own initiative and work independently without direct supervision | E | A, I, R |
| Per Personal Skills, Abilities and Competencies | | |
| Applicants should be able to provide evidence that they have the necessary skills and abilities required | | |
| Ability to deliver polite, courteous and efficient customer service | E | A, I |
| Excellent communication and inter-personal skills | E | A, I |
| Ability to use initiative to respond to and resolve problems | E | A, I |
| Ability to work effectively independently and as part of a team | E | A, I, R |

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| Ability to work with frequent interruptions | E | A, I, R |
| Ability to evaluate and develop administrative systems to create more efficient practices | E | A, I |
| Resilience and confidence to work efficiently in a busy and demanding environment | E | I, R |
| Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies | E | I, R |
| Ability to establish and maintain, confidential and sensitive relationships where appropriate | E | I, R |
| Adaptable, flexible, diplomatic, tactful and committed to success | E | I, R |
| Willingness to work occasional unsocial hours | E | I, R |
| Understanding procedures with regard to Safeguarding | E | |
| Be aware of Best Practice with regard to working with young people | E | L, I |
| Personal Qualities | | |
| Tact and a sense of humour | E | A, I |
| A personal and friendly nature | E | A I R |
| Application | | |
| Accurate completion of school application form | E | A |
| Letter which addresses person specification, evidence in letter and application | E | A |
| High standards in spelling and writing | E | A |
| Legal Issues | | |
| Legally entitled to work in the UK | E | A |
| Valid UK Driving Licence | D | A |
| Enhanced DBS Clearance | E | |