



Finance Assistant (Two posts available)

Information for Applicants

November 2023

The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Kesgrave High School, Bungay High School and Castle East School. The Trust have also recently welcomed Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market Primary Schools. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us "Good with Outstanding" features.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve. In order to achieve that we want our staff to all have one thing in common: the desire to make a difference

Colleagues work together well across the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please do not hesitate to contact Nicole Winchester, Finance Manager or Linda Marsh, HR Manager either at the school on 01394 385720 or via email: nwinchester@farlingaye.suffolk.sch.uk or hr@farlingaye.suffolk.sch.uk

Linda Marsh
HR Manager

Finance Assistant

Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.

POST ONE – 37 hours per week

SALARY: Grade 3, SCP 4 – £22,233.30 per annum (Fte - £23,114)

HOURS: 37 hours per week, 44 weeks per year
Working pattern to be agreed with Line Manager

POST TWO – 15 hours per week

SALARY: Grade 3, SCP 4 – £8,194.09 per annum (Fte - £23,114)

HOURS: 15 hours per week, 40 weeks per year
Working pattern to be agreed with Line Manager

BOTH POSTS

CONTRACT STATUS: Permanent

ACCOUNTABLE TO: Finance Manager

PURPOSE OF THE POST: To provide a comprehensive range of financial services and support to all stakeholders within the school

GENERAL COMMENT

The postholder will have good numeracy skills (ideally with a background in finance or banking). Good literacy skills, communication skills and experience of dealing with a wide variety of people and situations are essential, as the position will involve liaising with suppliers, students and parents, as well as working closely with staff and users of the premises. You will need to be flexible, good-humoured and organised as you will be expected to switch between tasks during the course of the working day and it is likely that there will be interruptions from staff and students, whilst you are undertaking tasks which require alertness and concentration. The ability to manage your time and the pressures of conflicting deadlines is essential. Candidates should possess good IT skills and have the ability to manage their own workload.

The ideal candidate would enjoy working independently but be able to work as part of a team as necessary, will be able to show initiative and have the ability to make informed decisions, within a clear framework. There may be some need to use analytical, judgemental, creative and developmental skills but also recognise when to seek guidance or help.

JOB DESCRIPTION

We have a team of Finance Assistants, the duties listed below will be covered by all members of the team:

- Provide financial admin support to the Finance Manager.
- Process staff re-imbursements via bacs.
- Check supplier statements and assist to prepare the bacs runs for Farlingaye.
- Process orders for Farlingaye, EAST & SCITT.
- Process Goods receive note and invoices for Farlingaye, SCITT & EAST.
- Assist to process weekly BACS for the whole Trust.
- Distribute new supplier forms and key all new supplier details and bank details onto the finance system.
- Check bank account transactions daily and ensure all Farlingaye entries are processed.
- Raise sales invoices for school lettings.
- Administration of school trips, monitoring, reconciliation and closing of trip income & expenditure.

- Generate routine correspondence.
- Process journals for Farlingaye.
- Distribute budget holder reports and any other ad hoc reports as requested with the support of the Finance Manager.
- Process school credit card transactions and reconcile monthly credit card statements for all Farlingaye credit cards.
- Review and chase outstanding orders with support from Finance Manager.
- Review and chase outstanding sales invoices with support from Finance Manager.
- Respond and resolve queries from staff, parents and students. Demonstrating sensitivity and tact. Referring to Finance Manager as appropriate.
- Maintain music tuition spreadsheet, monitor income, termly invoicing/ chasing non-payment.
- Check, print & distribute finance emails.
- Administer the school fund account (Farlingaye Foundation)
- Maintain coding spreadsheet with support from Finance Manager.
- Contribute to the finance process guidance notes for all staff across trust to use.
- Assist with queries and provide support to finance staff at Farlingaye.
- Recharge and monitoring of reprographics spending.
- Order train tickets for training courses as required.
- Carry out the administration of Parentpay in respect of payments, trips & activities, re-sales of resources and refunds. Yearly confirmation of annual parameters to include term dates and agreed school meal cost.
- Recharge of minibuses charges to departments.
- Order staff diaries and planners.
- Safeguard and promote the welfare of children and young people.
- Any other duties commensurate with grade.
- Carry out the regular reconciliation of various funds as instructed by the Finance Manager

This job description sets out the main duties associated with the stated purpose of the post. We need all staff to be flexible in their approach to support the schools and the central Trust in this essential role. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	GCSE Grade C or above in English or equivalent	Previous experience within a finance department and/or book keeping or a recognised finance qualification.
Relevant Experience	<p>Previous experience of working in a financial/banking environment</p> <p>Demonstrable experience in a range of office/financial procedures</p> <p>Ability to collect monies and maintain accounts for school activities and trips</p> <p>Ability to undertake a varied range of duties</p> <p>Accurate keyboard skills for use in keying in financial information</p> <p>Ability to plan and organise own workload, taking responsibility for prioritising and delivery of tasks. Where appropriate, support colleagues in managing their workloads.</p>	<p>Experience in a school finance environment</p> <p>Ability to use school's computerised financial management system</p> <p>Experience of PSF school accounting system</p> <p>Experience of SIMS and ParentPay</p> <p>Knowledge of school policies and procedures</p>
Knowledge & Skills	<p>Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Outlook etc.</p> <p>Excellent written and oral communication skills</p> <p>Strong interpersonal skills – ability to build rapport and trust</p> <p>Excellent time management and organisational skills</p> <p>Ability to work under pressure in a rapidly changing environment</p> <p>Works on own initiative</p> <p>Flexibility and resourcefulness – willing to undertake a range of tasks</p> <p>Knows how to maintain accurate records; maintaining confidentiality at all times.</p> <p>Demonstrates an understanding of confidentiality and data protection requirements in the workplace.</p> <p>Works on own initiative.</p> <p>Research and problem solving skills to deal with queries and issues.</p>	<p>Experience of providing information, advice and guidance to colleague</p>

Interpersonal & Communication Skills	<p>Ability to deal tactfully, confidentially and maintain integrity at all times</p> <p>Sensitive to needs of others</p> <p>Works effectively as a member of a team, supporting team members and demonstrating a flexible approach.</p> <p>Ability to train colleagues and provide cover for team members in their absence, where appropriate.</p> <p>Demonstrates a positive attitude, commitment and enthusiasm.</p> <p>Ability to be calm whilst responding to challenging situations.</p> <p>Able to be empathetic, assertive and a good role model</p> <p>Able to actively support, promote and encourage Farlingaye's ethos and values</p>	<p>Compassion and empathy.</p>
Additional Requirements	<p>Willingness to learn relevant procedures and systems.</p>	

APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website www.farlingaye.suffolk.sch.uk under 'Join FHS'. Applications should be submitted as soon as possible but **by 9am on Friday, 8th December 2023** at the latest.

Please ensure that you state whether you wish to apply for Post 1 – 37 hours per week or Post 2 – 15 hours per week in your Letter of Application which is part of the application form. Please also advise if you are flexible in which post you would like to be considered for.

As part of the on-line application process you will need to confirm your email address and then complete a series of standard application form questions. In addition, you are required to submit a supporting statement/cover letter. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is **very important** that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

Our on-line process allows you to save and return to your application if you are unable to complete all the questions at one time.

If you require any further information regarding the job role or application process, please contact Linda Marsh, HR Manager via email hr@farlingaye.suffolk.sch.uk. Any specific questions about the role can be sent to Nicole Winchester, Finance Manager: nwinchester@farlingaye.suffolk.sch.uk

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Interviews will be held: Wednesday, 13th December 2023

Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.