

Finance Assistant

Application Pack

Dear Colleague,

Altus Education Partnership was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from our desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies:

- **Rochdale Sixth Form College** opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Academy** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

If you feel inspired by our strategy and what we are trying to achieve, I'd be delighted if you submitted your application. Full details and all documentation are in this pack; if you wish to discuss the post further, please do not hesitate to contact us.

I very much look forward to hearing from you.

Yours faithfully



Richard Ronksley
CEO

Making your application

I hope that when you read this pack you are inspired to apply for the post. If you are, then this is what you need to do:

Application

1. Complete the Altus Education Partnership application form
2. Provide a supporting statement of no more than two sides of A4 which should address the criteria in the person specification
3. Send your application by email to recruitment@altusep.com.

Deadline

The deadline for the post is **Friday 9th May** to arrive no later than 12.00 midday. Interviews are expected to take place on **Thursday 15th May**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

Appointment will be made on the nationally agreed Sixth Form College Support Staff pay spine based on qualification and experience. The actual salary for this post is £23,008 - £25,008.

Start Date

As soon as possible.

For an Application Pack

1. Visit www.altusep.com or
2. Contact: recruitment@altusep.com

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Altus Education Partnership Vision, Mission and Values

Our Vision & Mission

To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.

Our Values

At every level of the Trust, we fully subscribe to the Seven Principles of Public Life. Regardless of legal status, we expect a similar commitment from those with whom we work.

In addition, we are:

- **Committed to improving the lives of our students**
- **Clear on our approach to inclusivity and excellence**
- **Dedicated to the borough of Rochdale, its communities, and its surrounds**
- **Accountable for our actions. We will always seek solutions, not blame**
- **Responsible for one another. If one fails; we pull together. If one succeeds; we celebrate. Success or failure; we all learn**
- **We do what we say we'll do, and we do it well**

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential
- Be contributing members of the community and have compassion for others
- Be able to celebrate their success and that of others
- Have developed the confidence to overcome barriers to success
- Be articulate, creative, and prepared for future growth and learning
- Be happy!

Shared Objective for all Staff: "To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability
- Above all, staff at Altus Education Partnership like their students and demonstrate this through their daily conduct and interaction

Job Description

Job Title:	Finance Assistant
Reports to:	Finance Technician
Contract:	Term Time Only plus 2 Weeks – Permanent – 37 hrs a week
Salary:	The salary for this post is SFCA scale points 8 – 11, currently £25,330 - £27,532 actual salary for term time plus 2 weeks £23,008 - £25,008.
Start Date:	As soon as possible

Overall Purpose of the Post

To support the Trust Head of Finance in the Trust's operational financial functions

Responsibilities

- To provide support in the delivery of an effective and efficient finance service to the Trust.
- To be the primary user of the web requisitioning system IRIS Financials, train staff to access the system and raise requisitions for staff when necessary.
- To convert the requisitions to orders and send to suppliers.
- To input invoices onto the finance system
- To monitor supplier accounts and reconcile supplier statements
- To receive and distribute supplies in line with agreed procedures
- To be responsible for the collecting, counting and banking of any cash
- To oversee the ParentPay system, which enables parents to make on-line payments to the college
- To assist in the maintenance of information held in the finance system
- To account for trips and visits
- To monitor the monthly aged creditor list and ensure that invoices are processed within the required timescale
- To deal with internal and external financial queries including matters relating to orders, deliveries and invoices

About You

- 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
- be aware of and support difference to help ensure everyone has equal access to the services of the trust and feels valued, respecting their social, cultural linguistic, religious and ethnic background
- contribute to the trust's ethos, aims and development/improvement plan
- attend and participate in meetings as required
- undertake personal development through training and other learning activities including performance management as required.

Other

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An Enhanced DBS check will be carried out on the successful candidate
- The Trust is committed to equal opportunities for all
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work
- The terms and conditions are specified within the contract of employment

This job description is a representative document. Other reasonably similar duties may be allocated from time-to-time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	App Form	Interview
QUALIFICATIONS				
1.	Level 2 (GCSE A* - C) or equivalent in English Language and maths	E	√	√
EXPERIENCE				
2.	Experience of the use and development of computerised systems	E	√	
3.	Experience of effective team working	E	√	
4.	Experience of a range of financial tasks and responsibilities including inputting and analysing financial data from financial software.	D	√	√
5.	A willingness to undertake further training relevant to the post	E	√	√
6.	Experience of working in a finance team	D	√	
7.	Experience in an office environment	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Excellent communication and interpersonal skills	E	√	
9.	A flexible approach to duties, tasks and working hours	E	√	√
10.	Excellent IT skills including an ability to use Microsoft Office applications in particular Excel spreadsheets	E	√	
11.	Excellent administration and organisational skills	E	√	√
12.	Recognise and understand the need for confidentiality	E	√	
13.	Ability to work under pressure	E	√	
14.	Ability and confidence to work under supervision and as part of the finance team	E	√	
15.	Willingness to work flexibly, attending evening meetings and external training as and when necessary	E	√	
16.	Ability to deal sensitively with complex and sensitive issues.	E	√	√
17.	Knowledge of equality and diversity and an understanding and commitment to provide equal opportunities for all	E	√	
PERSONAL CHARACTERISTICS				
18.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
19.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
20.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



BRINGING EDUCATION TOGETHER

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