

Candidate brief for the position of:

Finance Assistant

Inicio Educational Trust

Application Deadline - ASAP

Suitable candidates will be interviewed before the closing date and Inicio Educational Trust reserves the right to withdraw the position if an early appointment is made.



Dear Applicant

Thank you for expressing an interest in the post of Finance Assistant at Inicio Educational Trust. This pack tells you more about our trust, the role and the person we are looking for.



As a trust, we currently comprise of three secondary schools across the London Borough of Bromley, as outlined on the next page. There are an additional two schools (one secondary, one primary) that are also looking to merge with our trust this academic year, and we have future growth plans in place beyond this.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This post is available ASAP and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference. The successful candidate will join the trust at an exciting time as we continue to grow, offering opportunities for enhanced professional and career development for colleagues.

When completing the application form, please follow the instructions and demonstrate clearly how you meet the person specification and job description.

We very much look forward to receiving your application.

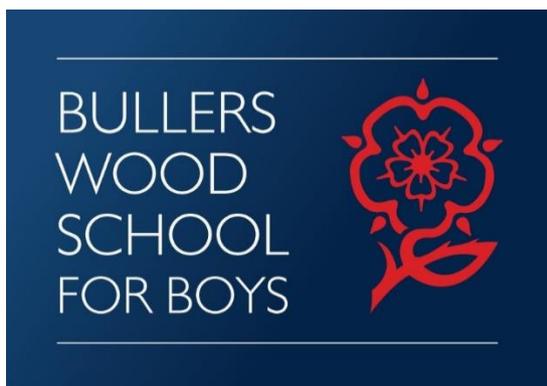
Yours sincerely



Terry Millar
Chief Executive

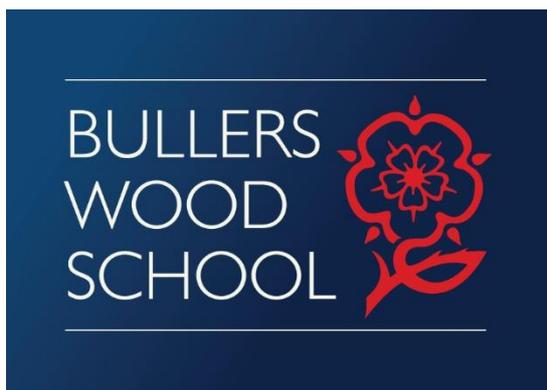
Our Trust: Schools

From September 2023, our trust is formed of three secondary schools based in the London Borough of Bromley.



Bullers Wood School for Boys

Age range: 11-16
NOR: 900
Ofsted: Good (February 2023)
Headteacher: Anne Gouldthorpe
Website: www.bwsboys.org



Bullers Wood School for Girls

Age range: 11-18
NOR: 1580
Ofsted: Outstanding (May 2011)
Headteacher: Simon Hardwick
Website: www.bwsgirls.org



Chislehurst School for Girls

Age range: 11-18
NOR: 1100
Ofsted: Good (January 2023)
Headteacher: Maria French
Website: www.chislehurstschoolforgirls.co.uk

Position Summary

Position: Finance Assistant

Reports to: Trust Finance Manager

Office

Location: Bullers Wood School for Girls

Contract: Full Time but will consider 42 weeks, (term time plus 5 additional weeks in the school holidays for the right candidate).

8.00 a.m. to 4.00 p.m. Monday to Friday – Indicative hours with some flexibility to start and finish times

Contract: 52 weeks per annum

Salary: BR6 range £24,843- £27,248 FTE, (Pro rata for 42 weeks)

Holiday: Full Time - 20 days plus bank holiday's

Overview

We are seeking to appoint a Finance Assistant to assist the Trust Finance Team in ensuring the efficient operation of the Finance function of the Trust. You will be required to undertake the tasks as outlined in the job description below.

The successful candidate will have:

- Proven financial and administrative experience.
- Flexible attitude and effective communication skills.
- Good time management skills and the ability to prioritise tasks.
- Ability to meet deadlines and work under pressure.
- Ability to work independently.
- Good attention to detail.
- Strong analytical skills.
- Good working knowledge of financial procedures.
- High level of ICT competence in Microsoft Word and Excel.
- Experience of working in a school environment would be an advantage.
- Experience with Financial Systems, Payment Systems and Procurement process.

Responsibilities include:

- Operating the agreed procedures for the maintenance of the school accounting function, including postings and resolution of any problems/discrepancies in line with the Trust Financial policies and procedures.
- Operating and monitoring appropriate procedures for the ordering, processing, invoicing and payment for all goods and services provided by Trust.
- Banking when necessary.
- Liaise with suppliers to resolve any invoice queries.
- Answer queries from schools and suppliers regarding orders and payment updates.
- To monitor department budgets and provide guidance if required.
- Reconciliation procedure of the covenant scheme bank account.
- Posting of monthly utility bills.
- Liaise with school staff and heads of departments.
- Filing and archive maintenance.
- Adhere to the Trust Financial policy and procedures.
- To provide efficient finance and administration assistance to line manager.
- Support our schools with Trust Financial policy and procedures.
- Travel to schools within the trust if required for support.
- Contribute to the evaluation and development of financial systems and procedures.
- Any other duties that may be reasonably determined by the Trust Finance Team.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to email *Caroline Sharp, Human Resources Manager*, at csharp@iniciotrust.org.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Caroline Sharp
Human Resources Manager
Inicio Educational trust
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

csharp@iniciotrust.org

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.

Pre-employment Checks

Inicio Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



Inicio Educational Trust

Registered Office:

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BR7 5LJ

Tel: 020 8467 2280

Email: enquiries@iniciotrust.org

Website: www.iniciotrust.org