



Prepare | Aspire | Succeed

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

Signed

Name

(in capitals)

Date

Post Title: Temporary Assistant Business and Finance Manager (maternity cover up to one year)

Grade: Bucks Pay Range 5 (actual salary £23,659 - £25,678 pa; £27,802 - £30,175 pa FTE)

Hours: 37 hours per week over 5 days (8.00am to 4:00pm Monday to Thursday, 8.00 am to 3.30pm Friday including 30-minute unpaid break), 39 weeks per year (38 weeks term-time plus five Inset days)

Responsible to: School Business Manager

Job Purpose: To be accountable for providing a financial support service to the School which ensures that financial systems and processes are implemented effectively and that all financial procedures are compliant with the Financial Regulations and conducted within the framework of the school's finance manual



To work as a member of the school's Administration Team in accordance with the following:

Duties and Responsibilities




FMS

- Input purchase orders from departments onto the finance system in a timely manner to ensure ordered supplies are delivered efficiently.
- Liaising with departments regarding suppliers and deliveries ensuring accounts are not overspent
- Processing invoices for goods received including journals for items purchased by direct debit or using the school charge card

The Cottesloe School

 Aylesbury Road, Wing, Leighton Buzzard, Beds, LU7 0NY
 01296 688264
 www.cottesloe.bucks.sch.uk
 office@cottesloe.bucks.sch.uk
Headteacher Mr S Jones, MA

Follow Us

 @cottesloeschool
 @TheCottesloeSchool
 @TheCottesloeSchool

- Purchasing goods online using the school chargecard and inputting into the finance system
- Prepare BACS payments as required with the School Business Manager (SBM)
- Produce finance reports for the SBM and working with them to produce financial summaries for the Senior Leadership Team and Governors

Parent Pay

- Monitor payments received into school via ParentPay and transfer those into the finance system weekly or more frequently if required
- Download reports from ParentPay weekly and allocate income on FMS under the correct code
- Produce a monthly report for the SBM showing the breakdown of income and expenditure for all current trips and visits, highlighting any areas of concern

Staff Fund

- To be the staff point of contact for arranging gifts for staff, organising leaving gifts and gifts for special occasions in line with the staff fund procedure
- Reconcile the staff fund monthly to the payroll and produce an income and expenditure report

Payroll System

- Input the monthly variances to pay on to the EPM payroll portal, including midday supervisor duties, supply, overtime and expenses.
- Inputting absence for sickness, holiday, maternity and paternity leave
- Support staff to access their online payslips

School Census

- To administer the School Student Census and School Workforce Census.

Computershare account

- Be the administrator of this account and reconcile it monthly with the payroll

Lettings and additional income

- Line manager for lettings staff.
- Raise invoices for all lettings in consultation with the lettings officer
- Liaise with the lettings officer regarding any outstanding payments and queries.

School Shop

- Line manage and support the shop manager with payments and deliveries including the shop sales

Fundraising

- To support the school with fundraising activities including charity days and events.
- Liaise with the Friends of Cottesloe completing their payments and banking

Line manager for support staff as required.

Deputise for the School Business Manager in their absence as appropriate.

The post holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

Other information

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the

school's safeguarding policies and procedures and to behave appropriately towards children at all times both in work and in their personal lives.

This post is defined as Regulated Activity and therefore is subject to an Enhanced Disclosure and Barring check.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable	Evidence
TRAINING/QUALIFICATIONS:			
GCSE grade C or above in English & Maths (or equivalent)	✓		1, 4
Educated to A Level or equivalent.		✓	1, 4
School Business Management qualification, or willingness to complete it within two years of appointment	✓		1, 2, 4
Professional financial qualifications.		✓	1, 2, 4
Evidence of continuing professional development		✓	1, 2, 3, 4
ICT Literate, use of Excel spreadsheets and financial systems	✓		1, 2, 3, 4
Understanding of VAT		✓	1, 2, 3
SKILLS AND COMPETENCIES:			
Ability to recognise the need for and maintain a high degree of confidentiality.	✓		1, 2, 3
Ability to organise and prioritise work effectively	✓		1, 2, 3
Ability to work to deadlines.	✓		1, 2, 3
Attention to detail.	✓		1, 2, 3
EXPERIENCE:			
Ability to work professionally with stakeholders and external agencies.	✓		1, 2, 3
Previous experience of working in a finance team.		✓	1, 2, 3

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.