



**September 2022**

Dear Colleague,

**RE: FINANCE/ADMINISTRATION OFFICER – Grade E SCP 10-14 £21,695 - £23,484 (pro-rata) 41 weeks (Term time +2 weeks, including INSET days)**

Thank you for your recent enquiry regarding the above position. I would like to clarify that the advertised salary: Grade E SCP 10-14 £21,695 to £23,484 is for full-time and therefore the salary for the hours advertised, will be a proportion (pro-rata), of this.

We are seeking to appoint a reliable and enthusiastic individual, able to use their own initiative but also able to work well as part of a team. Please note, GCSE Grade A\*-C in English and Mathematics or equivalent, is an essential requirement for this role. Duties will include:

- Operating the LA & School finance systems to purchase goods and services – electronic and manually.
- Assist with the maintenance of the School Inventories.
- Support the school's online payments portal – Parent Pay.
- Organise and allocate school lockers.
- Dealing with suppliers, customers, staff and Governors by telephone and face to face resolving enquiries.
- Assisting the School Operations Manager and School Bursar with financial and clerical duties, as directed (see Job Description).
- Working to ensure Safeguarding, UK GDPR, LCS Confidentiality and Financial Regulations are upheld.
- Providing clerical support using Microsoft applications such as Word and Excel as necessary.

The person appointed to this position will need to be flexible, well organised, professional and have the ability to communicate with staff and students at all levels. They should be numerate with excellent IT skills and the ability to adapt to new systems. Please see the Job Description and Person Specification for more details.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: [jobs@littleover.derby.sch.uk](mailto:jobs@littleover.derby.sch.uk)

**Closing date for applications** : **Sunday 2<sup>nd</sup> October 2022**  
**Interview date to be confirmed**

**Information and application forms are available from the school website: [www.littleover.derby.sch.uk](http://www.littleover.derby.sch.uk)**

Please note, school will only contact successful candidates.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service



(DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.***

***Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:***

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding  
**HEADTEACHER**

## JOB DESCRIPTION

<b>POST:</b>	<b>Finance/Administration Officer</b>
<b>GRADE:</b>	Grade E SCP 10-14 £21,695 to £23,484 (pro rata)
<b>JIQ REFERENCE NO:</b>	S-1003
<b>JOB PURPOSE:</b>	Purchase & Sales Ledger Accounts/Administration
<b>RESPONSIBLE TO:</b>	Bursar
<b>WEEKLY HOURS:</b>	37 hours per week: 8.00 am to 4.00 pm Monday to Thursday 8.00 am to 3.30 pm on a Friday (half hour lunch each day)
<b>WEEKS WORKED PER ANNUM</b>	41 (Term time, including INSET days, and 10 days split over the financial year end & summer holiday as required)

## DUTIES AND RESPONSIBILITIES:

- To work in accordance with the aims and policies of the school.
- To form and maintain appropriate professional relationships with students, staff, governors, parents/carers and others involved in the smooth running of the school.
- To operate the finance system with respect to the procurement of goods and services, in line with the Derby City Council (DCC) and School terms and conditions.
- To process orders and requisitions, as above. Using the DCC Oracle system to accurately allocate to budget areas, whilst maintaining the internal school software systems, following LCS procedures and working with the finance team to ensure accuracy.
- To liaise with DCC Accounts Payable Team to set up new suppliers, add or change bank account details.
- To deal with telephone and email enquiries relating to the accounts payable.
- To accurately maintain the records – electronic and manual for the ledgers. Ensuring UK GDPR, Financial Regulations, Data Protection & confidentiality is upheld.
- To issue Petty cash reimbursements as necessary.
- To undertake cashiering tasks for the department and receipt departmental income as appropriate.
- To supervise and allocate work to staff at lower level as appropriate.
- To assist the Bursar and School Operations Manager to ensure:
  - The School meets SFVS annually.
  - The School Budget is balanced.
  - Financial year end deadlines are met.
  - CFR, Audit rules and regulations are adhered to.
  - Deadlines and targets throughout the year are achieved in good time, maintaining accuracy.
  - Commit to on-going systems training and staff development.
- To undertake financial and clerical duties as appropriate during busy times to support across the finance and administration team e.g. financial, local authority and school deadlines, school events and activities.



13. Assist with the maintenance of the School Inventories.
14. First point of contact for students/parents/carers & staff for the online payments system (ParentPay) either by telephone, email or face to face.
15. Organise the school lockers system, maintaining and allocating locker keys, dealing with enquiries as required.
16. To maintain the school's second-hand uniform objectives as defined by the Uniform Policy and delegated by School Governors.
17. To assist in the smooth running of Reception and where necessary, cover at times of absence. Maintaining the standards required in line with the school's Safeguarding and Security procedures.
18. To promote the ethos of the school, follow the Staff Code of Conduct and maintain a professional attitude to working at all times.
19. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.***

**PERSON SPECIFICATION**
**FINANCE/ADMINISTRATION OFFICER**

	Essential	Desirable
<b>1. Skills and Experience:</b>		
Experience of working in a school or similar environment		X
Two years working within financial systems or similar experience	X	
Excellent working knowledge of Microsoft Office packages, including Word, Excel with particular reference to spreadsheets	X	
Ability to produce accurate and precise data	X	
Good communication skills both verbal and written	X	
Effective listening skills	X	
Ability to work independently as well as within a team	X	
Able to collate and feedback information	X	
Able to maintain issues of confidentiality in the working environment	X	
<b>2. Qualifications:</b>		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
Working towards financial qualification		X
<b>3. Personal qualities:</b>		
Able to respond positively and calmly with pupils, parents, teachers, support staff and external organisations	X	
Able to use own initiative	X	
Flexible attitude	X	
Adaptability to change	X	
Effective listening skills	X	
<b>4. Other</b>		
Be prepared to undertake training, as and when required	X	