



**Finance Assistant**

APPLICATION PACK

Text

Description automatically generated



**Principal – Mr L Hall BA(Hons) PGCE MA NPQH**

Mounts Bay Academy

Boscathnoe Lane, Heamoor, Penzance, TR18 3JT

[www.mountsbay.org](http://www.mountsbay.org)

**Finance Assistant**

**Salary scale: F1-F6**

**Contract Type: full time/part time**

**Contract Term: Permanent**

An exciting opportunity has arisen for a Finance Assistant at Mounts Bay Academy to join our supportive and friendly team.

The role will involve providing effective financial and administrative support. The successful candidate will work flexibly with the admin team and service providers to assist all stakeholders with financial issues and provide solutions in a timely manner. This is a highly rewarding and valued role within our academy community that sits at the heart of our provision for pastoral and academic care.

You should be incredibly organised, efficient, personable and committed. This is a fantastic opportunity for someone wanting to take their career forward in a forward-thinking Academy that is part of the Leading-Edge Academies Partnership.

Application forms and information packs are available via our school website or upon request by telephoning the Academy.

For further information, please contact Malvina Jenkin,

HR Manager at Mounts Bay Academy

🕿 01736 363240 or email: mjenkin@mountsbayacademy.org

**Closing date for applications**: 12 noon, 26/09/2022

**Start: by negotiation**

Please return all application forms to Mrs Malvina Jenkin, HR Manager.

The successful candidate will undergo reference checks with previous employers and will be subjected to an enhanced DBS disclosure check.

**Welcome**

Dear Applicant

Thank you for expressing an interest in the post of Finance Assistant at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership. I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is a founding member of the Multi-Academy Trust (MAT) with over 1000 students aged 11-16 years. Mounts Bay School converted to Academy status in 2011 and a year later was awarded an outstanding grade in a full Ofsted Inspection. This allowed the organisation to apply to become a Teaching School called ‘Applied Minds’, which has provided innovative CPD and ITT to schools across Cornwall. The Academy is a hub for the Challenge Partners’ network.

The Academy has also successfully made bids to improve facilities over the last 5 years and there are now new changing rooms and Science laboratories, a new sports hall and an artificial sports pitch. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students.

Mounts Bay Academy is an Apple Distinguished school and each student and staff member is provided with a mobile device to support learning. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

This is an exciting time, where we will be refocusing the leadership and developing our vision for World Class Education for Global Leaders.

We are looking for a professional with a spirit of adventure who understands that high academic standards and exciting learning can combine to change young people’s lives. I look forward to receiving your application for this important post. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

I look forward to hearing from you

Yours sincerely,



Les Hall

Principal

**Application**

**Application**

If you wish to apply, please either email your application to Malvina Jenkin, HR Manager at mjenkin@mountsbayacademy.org (copies of all the details are available online on our website under the ‘Vacancies’ section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

**Closing Date**

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

**Interview**

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](http://mountsbay.org/wp-content/uploads/2019/10/Safeguarding-and-Child-Protection-policy.pdf) can be found on our website [www.mountsbay.org](http://www.mountsbay.org).

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

Cornwall

TR18 3JT

Phone: 01736 363240

Web: www.mountsbay.org

**Job Description**

|  |  |
| --- | --- |
| **Post Title:** | Finance Assistant |
|  | |
| **Purpose:** | Effective organisation and administration of school processes, procedures and policies. Responsibility to support the operation of financial procedures and systems. |
|  | |
| **Reporting to:** | Finance Manager |
|  | |
| **Liaising with:** | Principal/Vice Principals, Teaching/Support Staff, Governors, Parents, Students |
|  | |
| **Working time:** | Full time/part time |
|  | |
| **Salary/Grade:** | F1-F6 |
|  | |
| **Disclosure level:** | Enhanced |
|  | |

# MAIN (CORE) DUTIES

|  |  |
| --- | --- |
| **Main tasks** | The specific nature and balance of these responsibilities will vary according to the needs of the Academy.  Supervise and support the school over income, the collection of debts and payments, processing of goods and services received.  Home to school communication |

|  |
| --- |
| Specific Core Duties |
| * Operate the computerised financial information systems for monitoring, data processing and allocating cost codes. * Receive, record and process payments * Support the Finance Manager in collecting debts and payments by monitoring records and taking action on responses. Identify, investigate and resolve arrears. * Assist the Finance Manager in the development, monitoring and reporting on the school budget and day to day management of the budget. * Administration of the parent engagement system – Parentmail – setting up payment items, consent forms, sending letters and chasing outstanding payments. * Complete file transfers on SIMS for student records for students starting or leaving the academy. |
| General Duties |
| * Respond to enquiries and requests for information and resolve problems and complaints. * Support other members of staff in the use, organisation and maintenance of the school financial systems. * To build and maintain supportive relationships with staff. * To be aware of the confidential issues related to safeguarding and child protection matters and to share accordingly in line with Academy safeguarding procedures and GDPR regulations. * To contribute to the overall ethos and aims of the Academy. * To behave professionally and within the ethos of the Academy. * To communicate professionally and appropriately with stakeholders. * Take part in the school’s performance management system. * SIMS data entry regarding student records and assist with new starters with uniform ordering, Parentmail. * Support students gaining places on the school minibus service and advice parents on general transport enquiries. * Administer bookings for late buses for clubs and assist the transport team with enquires and payment plans. * Attend any events where mutually agreed such as Open Evening * Cover Reception in the case of absence |
| Other Duties |
| * To attend meetings and school-based INSET as required and any subsequent training. * Other tasks as directed by the Finance Manager, Vice Principals or Principal. * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Academy’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation, and procedures e.g., the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.   **As a restorative organisation we**   * Apply the principles of mutual respect and responsibility in all our internal and external relationships. * Actively work to prevent, address and repair harm. * Engage in continuous learning to further develop our communication and problem-solving skills. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Essential** | **Desirable** | **Demonstrated By** |
| A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection |  | Application Form / Interview |
| An understanding of financial practice and procedures and financial qualification or relevant experience. | Experience of financial packages used in schools. | Application Form / Interview |
|  | Experience of working in an educational setting | Application Form / Interview |
| Attainment of GCSEs Grade 5 / NVQ Level 2 or above in English and Maths (or able to demonstrate equivalent levels of numeracy and literacy) | NVQ L3 or equivalent qualification in financial administration and organisation | Application Form |
| Good listening and communication skills |  | Application Form / Interview |
| ICT skills – word, excel | Use of SIMS, Parentmail and Edulink | Application Form / Interview |
| Ability to problem solve and make decisions |  | Application Form / Interview |
| Ability to organise one’s own work and keep to deadlines |  | Application Form / Interview |
| Self-motivated, able to work professionally in a team |  | Interview |
| An interest in students with the ability to relate well to children and adults |  | Interview |
| Ability to work to deadlines and methodical approach to work |  | Interview |
| Ability to maintain accurate records and maintain confidentiality |  |  |
| Ability to be proactive and to show initiative in terms of carrying out tasks and managing time |  | Interview |