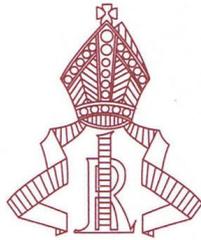


Bishop Luffa School

Finance Officer Information Booklet





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, Rumboldswyke Primary School, and Lavant Primary School.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to appoint a Finance Officer based at Bishop Luffa School, but with the opportunity to visit other schools in the Trust as required. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and successful candidates can expect to receive a warm welcome into a very supportive partnership.

I look forward to meeting interviewees in due course and if you would like to come and visit the school before applying please do not hesitate to contact me.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
(nicholdsm@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1599 students including 378 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

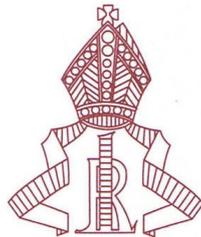


We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Finance Officer

**Grade 5 £24,294—£24,702 (pay award pending) pro rata
(Actual salary £14,773—£15,021)**

25 hours per week

Term Time only + 2 weeks in the summer holidays + 5 INSET days

Bishop Luffa School are looking to appoint an enthusiastic and resourceful person as a Finance Officer . The successful candidate will work within the Finance Department based at Bishop Luffa School. This exciting and rewarding role requires someone who:

- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- is patient, flexible, adaptable and able to show initiative

The post requires excellent communication skills, a good general educational background and the ability to work independently and within a team. Confident IT skills are essential.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications : **Tuesday 7th May 2024**

Interviews will be held in the week commencing Monday 13th May 2024

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

Finance Officer

Role

To provide financial and administrative support to the Trust Accountant, Chief Finance Officer (CFO) and the schools in the Trust, with primary responsibility for lettings and sales ledger. The aim of the Finance Department is to manage the Trust's budget and finances in such a way as to promote consistent excellence in every area of school life and performance.

Responsible to: Trust Accountant

Responsible for:

Strategic

- Support the Trust Accountant and CFO with all aspects of the development and effective operation of the finance function within the school.
- Support the Deputy Headteacher in the administration of pupil premium spending.
- Ensure routine financial procedures are carried out in accordance with school policies.
- To support the Trust Accountant and the CFO in maintaining records for audit and preparing for audit visits.

Operational

Lettings / Sales Ledger

- Responsible for the management of all school lettings.
- Taking bookings and ensuring all regular and ad hoc bookings are posted onto the booking sheets.
- Liaising with the site team to ensure facilities are available.
- Communication with hirers.
- Process sales invoices accurately and in a timely manner.
- Maintain the Sales Ledger by recording sales transactions and updating customer accounts.
- Reconcile sales ledger accounts to ensure accuracy and completeness.
- Monitor customer accounts for overdue payments and follow up on outstanding invoices.
- Communicate with customers to resolve payment issues and inquiries.
- Provide support during financial audits by preparing relevant sales ledger documentation.

Banking

- Ensure the safe receipt, handling and banking of monies received.
- Ensuring all income from the bank statement is posted in an accurate and timely manner.
- Monthly bank reconciliations on the IRIS financial software.

Minibuses

- Liaising with the Site Manager to book school minibuses for school activities.
- Hiring in minibuses if school buses are not available.
- Organising minibus assessments for trust staff.

Credit Card Administration

- Posting of all expenses to the credit card
- Reconcile the credit card statements.
- Post payment to Credit Cards.

School Funding

- Liaise with Support Department to ensure all SEN funding is received.
- Reconciliation of SEN funding.
- Monitoring Pupil Premium spend.

Trips

- Analysis of returns on trips.
- Assist in processing trip income and expenditure into IRIS.

Payroll

- Posting payroll and reconciliation of control accounts.

Fixed Assets

- Maintain School Fixed asset Register.

Financial Processing: Assist in

- Budget preparation and monitoring.
- Audit preparations and provide support during audits.
- Processing of purchase invoices from order to payment.
- Monitoring of cost centre spending against budget.
- Administration of Sixth Form bursary.

General

This role is one part of the team of support staff and there will, on occasions, be a requirement to assist in general administration/finance duties and cover for an absent colleague as directed.

Work with Teachers and Support Staff

- Provide trip finance information to budget holders and teaching staff
- Provide finance information to budget holders and teaching staff

Work with Trust Accountant /CFO

- To provide financial & administrative support.

Health & Safety

- To follow the school's health & safety procedures in accordance with the staff handbook.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar nature and level that is not specified in this job description

Hours per week: 25 hours per week Term-time only plus 2 weeks in the summer plus 5 INSET days

Grade: 5

Date last reviewed: 18th April 2024

Person Specification

Finance Officer

	Essential	Desirable
Qualifications and Training	Good standard of general education, including English and Maths.	Knowledge of IRIS Financials / accounting packages
Experience	Experience of working successfully and co-operating as a member of team.	Experience of working in an educational environment. Experience of undertaking a range of administrative tasks. Experience of working in a Finance team
Professional values	Wish to work within a school and be sympathetic to the Trust's ethos and aims and meet the expectations of the Board of Trustees. Establish and maintain good professional relationships with colleagues and external contacts.	
Knowledge and Understanding	Confident IT Skills including Excel, Word, Google, and Outlook.	Experience of working with IRIS financials.
Skills	Excellent numeracy skills High level of accuracy Be able to deal with regular interruptions. Communicate effectively (both verbally and in writing) Promote a positive working environment. Be able to work under pressure. Ability to work with minimal supervision and to act on own initiative. Ability to think and act ahead	Problem Solving
Personal Characteristics	Punctual Flexibility Approachable and empathetic Organised and resourceful Support the Trusts Christian ethos	
Specific Requirements	Required to undergo an Enhanced Disclosure and Barring disclosure check	