CHESHAM GRAMMAR SCHOOL

FINANCE OFFICER

Information Pack

FINANCE OFFICER

Range 3 or 4 (depending on experience/qualifications)

37 hours/week Monday to Friday 41 weeks/year

actual salary based on 37 hours per week, 41 weeks per year:
Range 3 £20,246 - £21,897 / Range 4 £22,102-£23,915

Part time working will be considered

Required ASAP

Finance Officer – 37 hours/week – 41 weeks per year

Hours of work: 8.30am – 4.30pm (Mon – Thurs), 8.30am – 4pm (Fri) –

some flexibility with start/finish time – part time working considered

An opportunity has arisen within Chesham Grammar School to assist the Finance Manager with key financial procedures. We are seeking an individual with good finance experience and knowledge with excellent attention to detail.

A professional qualification is desirable, however, experience in a school setting or similar environment will provide us with the skill set we require for this role.

Applications

For an application pack, please see linked documents. Completed applications should be emailed to: Recruitment@redkiteschoolstrust.org

Closing date for applications: Tuesday 4 January 2022, midday.

We reserve the right to interview on application and appoint before the advert closes if appropriate.

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

FINANCE OFFICER

Job Description

CHESHAM GRAMMAR SCHOOL

Responsible to: **FINANCE MANAGER (Academy CFO)**
Salary scale: **Pay Range 3 or 4 (depending on experience/qualifications)**
Working hours: **8.30am – 4.30pm (Mon-Thurs), 8.30am – 4pm (Fri) – 41 weeks per year.** *Some flexibility with start/finish time. Part time hours considered*

Job Purpose

To provide a full range of financial support to the Finance Manager and school. This may include undertaking financial data inputting, invoice processing, accounting for transactions, performing reconciliations and maintaining records.

Main Duties and Responsibilities

Assist the Finance Manager with:

- a range of financial processes, including raising purchase orders, ordering goods and services, logging, processing and filing invoices
- Reconcile supplier statements, investigate purchase ledger queries, liaise with auditors
- Preparation of payments and authorisations
- Maintain manual and computerised financial records / management information systems
- Enter income and expenditure on the financial ledgers
- Undertake reconciliations, for example of bank accounts, petty cash and the purchase ledger control account
- Undertake other finance support duties

Other

- To undertake such administrative tasks as may be necessary in accomplishing these duties and responsibilities. This may include undertaking training on an ongoing basis to keep abreast of changes relating to software and new systems.
- To work effectively during contracted hours and carry out such other reasonable duties as required for the effective operation of the Finance Office, consistent with the grade of post and experience of post holder.

General Responsibilities Common to All Staff

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post

Qualifications/Experience

The post holder should have:

- Knowledge of finance systems and procedures
- At least 2 years of relevant school finance experience / processing of financial transactions
- Excellent organisational skills and telephone manner
- Experience of dealing with people
- Sound working knowledge of Microsoft Office especially Excel and Word
- Knowledge of PS Financials is desirable; however, training will be provided.

To undertake any other duties and responsibilities from time to time that may be reasonably required by the Finance Manager and Finance and Operations Director.

This job description will be annually reviewed as part of the staff development programme. It may be amended at any time after consultation.

Person Specification: Finance Officer

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
AAT to Technician Level		✓
Numerate minimum GCSE Maths	✓	
Experience in Microsoft Office	✓	
Experience in PS Financials financial packages used in schools		✓
Experience and Knowledge		
An understanding of financial practice and procedures including accruals accounting	✓	
Willingness and motivation to develop own skills and proficiency	✓	
Two years of relevant experience using financial ledgers	✓	
Skills and Abilities		
Accuracy and attention to detail	✓	
Ability to maintain accurate financial records	✓	
Ability to organise own work, to prioritise tasks and keep to deadlines	✓	
Ability to work professionally with other team members and improve the work of the team	✓	
Ability to be flexible and respond effectively to the ‘unexpected’	✓	
Ability to communicate and interact effectively with adults, children and young people	✓	
Awareness of sensitive information and the need for confidentiality	✓	

Personal qualities		
Confidentiality, tact and discretion combined with a calm personality and sound judgement	✓	
Enthusiastic and approachable	✓	
Positive and friendly personality	✓	
Flexible and adaptable (to work and time)	✓	
Sense of humour		✓
Commitment to professional development	✓	
Hardworking and conscientious	✓	
Good communication skills with the ability to communicate at all levels	✓	
Good organisational skills	✓	
Able to use initiative and work independently	✓	
Be able to demonstrate an understanding of the school's responsibility for child protection and safeguarding	✓	

CLOSING DATE: MIDDAY, Tuesday 4 January 2022. *We reserve the right to interview on application and appoint before the advert closes as appropriate*

CHESHAM GRAMMAR SCHOOL

Making an application

The purpose of the selection process is to assess your suitability for the post and give both you and the panel an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

How to apply

To apply for this position, you will need to complete an application form, which can be downloaded from our website

Completed applications should be sent to Clare Harvell, HR Manager Recruitment@redkiteschoolstrust.org

Please note that only fully completed application forms, with accompanying covering letter will be considered. CVs will not be included in the shortlisting process.

Shortlisting

Applications will be assessed based on the information provided on the application form: only those best fulfilling the criteria for the role and the person specification will be shortlisted.

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Interview

Shortlisted candidates will be interviewed initially by a line manager.

Candidates may also be given a tour of the school where appropriate and if possible. There will be a chance to meet members of the department.

The interview will also include an administration task for support staff.

Please make yourself familiar with Keeping Children Safe in Education (part 1 2021) as safeguarding questions will be asked during the interview process.