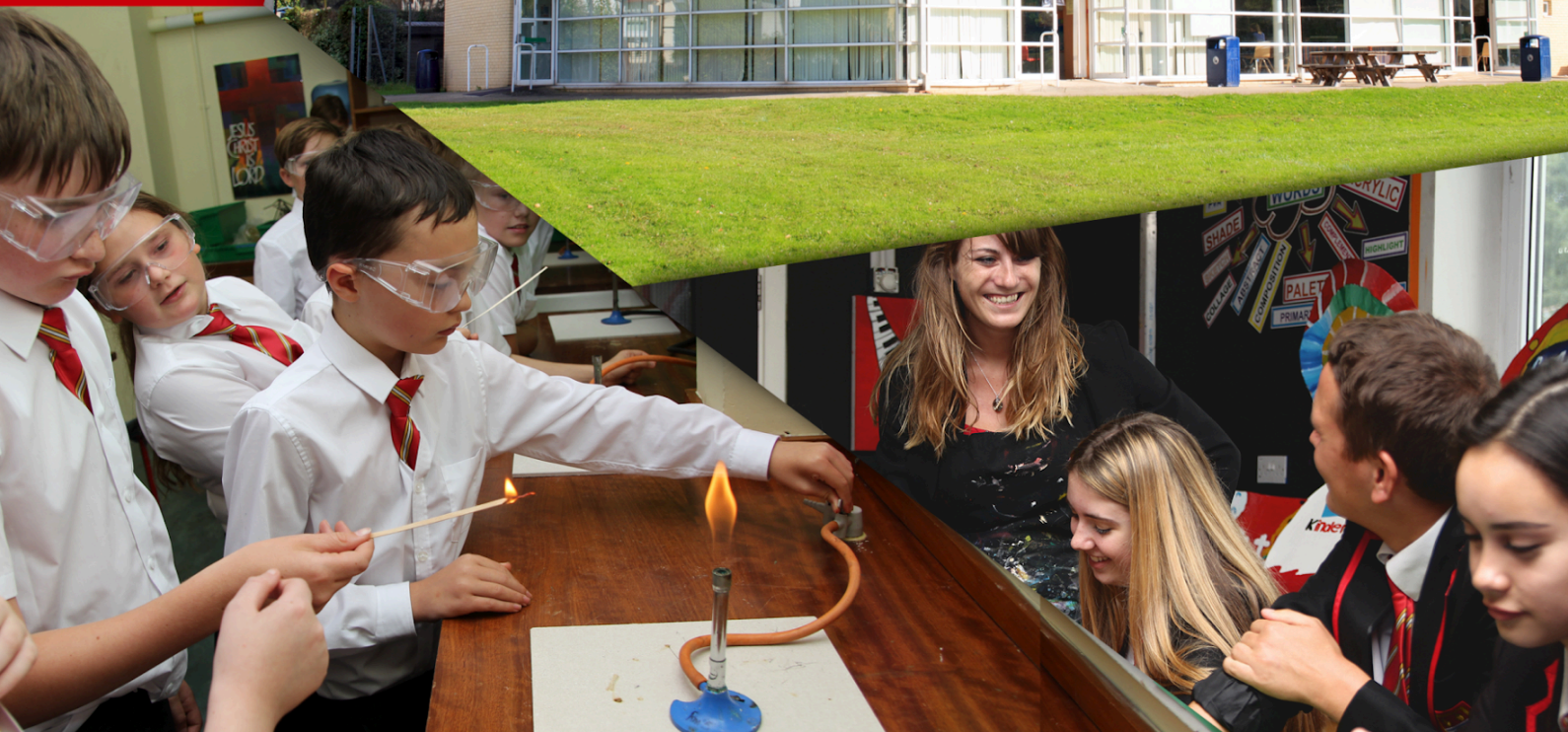




# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

***Job information pack***



## Welcome to St Cuthbert Mayne School

*'Educating for life in all its fullness'*

### Welcome from the Headteacher

Thank you for your interest in the advertised post of Finance Officer at St Cuthbert Mayne School. This is a permanent, term time post of 41 weeks per year, which is made up of 38 term time weeks, 5 days of INSET, plus 10 additional days to meet the needs of the business.

This post is required for January 2025.

We are seeking to appoint an exceptional Finance Officer to join our Business Team. The successful candidate will be well qualified, ambitious, highly organised, enthusiastic, self motivated and a committed administrator. You will be responsible for providing high-level support in all areas of finance and will organise and supervise the financial systems within the school. You will have experience of working in an office environment and have excellent numeracy and communication skills and it is desirable that you are working towards or already hold AAT qualifications. You will be flexible and be able to work under pressure. You will be confident, have well developed interpersonal skills and be a team player, with a proven track record of working in a fast paced environment. You can maintain thorough records and are sensitive to handling confidential issues. A flexible approach to this position is essential as is reliability and attention to detail. Knowledge and experience of the SIMS finance package would be highly useful but it is not essential (training will be given).

In this role you will be focused on ensuring that the school financial systems and processes contribute to an effective learning environment by providing efficient operational and financial support & services to meet the high standards necessary to achieve an excellent level of financial resource management.

### About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. We have recently completed 3 building projects, which has significantly improved the facilities for students and staff in our school.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus to ensure that our children get access to the best possible teaching through a vibrant and engaging curriculum, so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT). We also work in partnership with Education South West (ESW) as part of a family of schools, to

educate children so they lead great lives. If you are passionate about making a difference to the life chances of our children then we want to hear from you.

### **Finance Officer**

**Actual Salary** -£25,116 -£27,245

**Contract Type** - Permanent (41 weeks per year, which is made up of 38 term time weeks, 5 days of INSET + 10 additional days to meet the needs of the business)

**Location:** School based

**Hours** - 37.5 hours per week (8.00am - 4.00pm - inclusive of a paid break and a 30 minute unpaid lunch each day)

**Start-** January 2025

### **Application Process**

You are asked to complete and submit the following:

- Our application form must be completed in full.
- A letter of application no longer than 2 sides of A4 can also be submitted. Letters must outline how you meet the essential criteria as outlined in the person specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to: [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk) by **10am on Friday 29th November 2024.**

**Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.**

If you have not heard from us within two weeks of your application, then you have not been successful.

**Closing date: 10am on Tuesday 3rd December**

**Interview date: Monday 9th December 2024**

**St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidate**



# St Cuthbert Mayne School

## Job Description

<b>Post Title:</b>	Finance Officer
<b>Accountable to</b>	School Business Manager/Headteacher and Governors
<b>Accountable to (Line Manager):</b>	School Business Manager
<b>Salary Grade:</b>	Grade F Point 12 - 17 - £25,116 -£27,245
<b>School Area:</b>	Support Staff - Business Team
<b>Hours of Work:</b>	37.5 hours a week from 8.00am – 4.00pm to include a 30 minute unpaid lunch break  41 weeks per year (term time plus 5 INSET days + 10 additional days).

**Key Purpose of Job:** Organise and supervise financial systems within the school

**Anticipated Outcomes of Post:** Contribute to an effective learning environment for students by providing efficient and effective operational and financial support and services

**Line Management:** The post holder is responsible to the Head Teacher in all matters and to the School Business Manager as line manager.

### SECTION 1 - Key Duties

#### Organisation:

- To assist the School Business Manager in the completion of budget monitoring, budget preparation, closedown of accounts and any other statistical reports that may be required and be responsible for the provision of accurate records and information to facilitate this, all within agreed timescales
- Take a lead role in planning, development, design, organisation and monitoring of financial systems, procedures and policies
- Supervise and undertake training and mentoring of the Finance Assistant.

### Administration:

- Take lead role in the development and maintenance of all financial information systems e.g. FMS & SIMS, bank accounts, petty cash, VAT ,MyView.
- To provide information requested by the School Business Manager as necessary
- Provide detailed analysis and evaluation of data/information and produce detailed reports/information/data as required
- Undertake complex IT based tasks
- Provide organisational and complex advisory personal support to other staff
- Be responsible for completion and submission of relevant information to Senior Leadership Team and the Governing Body including returns to outside agencies, e.g. Local Authority
- Manage the administration of Payroll systems e.g. reconciliation of salaries, overtime and other claims, single starter forms, employment change of details, leavers.
- Manage the administration and reconciliation of trips, supply, EHCP, training records, Transaction Monitoring Report, Pupil premium requests, BACS.

### Resources:

- Operate relevant and complex ICT packages
- Manage complex financial administration procedures including responsibility for compliance with financial regulations and audit requirements.
- Take a lead role in managing employment procedures associated with financial matters
- Ensure the schools compliance with School's Financial Value Standard.
- Provide advice and guidance to staff and others on complex financial issues
- Assist with the planning, monitoring and evaluation of the budget
- Undertake research and obtain information to inform decisions

### General Responsibilities:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Recognise own strengths and areas of expertise and use these to advise and support others

### **SECTION 2 - Line Management**

- Manage the Finance Assistant

### **SECTION 3 - Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development
- Participate in training and other learning activities and performance development as required by your line manager

## SECTION 4 - Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with health, safety & welfare
- Ensure regular risk assessments are carried out as per school policy and referred to relevant parties.
- Assist with evacuation processes in the event of a fire

## SECTION 5 - School Ethos and Values

- All staff are required to uphold and maintain the Christian ethos of St Cuthbert Mayne School and support the Joint Church nature of the school.
- To conduct oneself in accordance with the STCM Staff Code of Conduct and a manner befitting a member of education staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.
- Promote the health, welfare and emotional well-being of all students.
- Be familiar with and actively promote the safeguarding policies of the school, completing all essential training in this area.
- Promote equality of opportunity for all students and staff.

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed.

**Review:** This job description will be issued annually at the beginning of the school year to review where appropriate with your line manager

## Finance Officer - Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Level 2 qualification Maths and English (GCSE Grade C or above)	Essential	
Good general education	Essential	
AAT (Part/Fully Qualified)		Desirable
Willing to train		Desirable
Recent participation in a range of relevant in-service training		Desirable
<b>Professional Experience and Knowledge</b>		
Good IT skills	Essential	
Ability to use Word/Excel and databases to produce reports and statistics	Essential	
Ability to manage and deal with confidential data/issues appropriately	Essential	
Ability to use Google drive		Desirable
Knowledge of Safeguarding		Desirable
Previous finance/accounting and administration experience	Essential	
Experience of working with common software packages – Microsoft Office, Email/Internet	Essential	
Experience of working in a busy and changing environment	Essential	
Experience of working with the general public	Essential	
Experience of using computerised systems	Essential	
Experience of working in a school setting		Desirable
Experience of using SIMS/FMS		Desirable
Experience of working with young people		Desirable
<b>Professional Skills &amp; Personal Qualities</b>		
Ability to demonstrate a numerical, methodical and accurate approach to administrative and finance matters.	Essential	
Good attendance and punctuality record	Essential	
Good telephone manner	Essential	
Initiative and drive	Essential	
Strong commitment to team working and partnership	Essential	

Sense of humour	Essential	
Stamina and resilience	Essential	
Empathy with others	Essential	
A calm and patient approach	Essential	
Ability to organise and prioritise workload and work on own initiative	Essential	
Ability to work independently and as part of a team	Essential	
Ability to work under pressure	Essential	
Ability to relate well to children and adults	Essential	
Excellent written and oral communication skills	Essential	
Proven organisational and time management skills.	Essential	
The ability to observe confidentiality when dealing with all school information	Essential	
Ability to work to competing demands and to prioritise accordingly.	Essential	
Well-developed interpersonal skills and confidence	Essential	
Ability to maintain efficient & accurate record keeping systems	Essential	
Ability to produce clear reports	Essential	
Able to work flexibly to meet deadlines and respond to unplanned situations	Essential	
Efficient and meticulous in organisation	Essential	
<b>Equal opportunities</b>		
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential	