



LABORA CUM AMORE

St Simon Stock Catholic School

Finance Officer

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny
Headteacher St Simon Stock Catholic School



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About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 26 academies (21 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

An exciting opportunity has arisen to join our friendly, busy finance department within the heart of the school on a full-time, permanent basis. You will have excellent attention to detail, be proactive and proficient in IT skills, especially with Microsoft Excel. Experience of working in an educational environment would be advantageous but is not essential.

About the role:

- The accurate processing of financial transactions using the PS Financials accounting software is essential to this role, ensuring that correct procedures are followed as per KCSP financial guidelines.
- Assist the Finance Manager in maintaining effective and proper control of the school's bank accounts; this will include regularly reconciling bank statements and processing payment runs.
- Prepare school trip costings and use the ParentPay cashless payment system to set these up and record income received.
- Assist in the school month-end accounts process and the annual year-end process. A familiarity with the key financial reports will be needed for this: trial balance, balance sheet, management accounts etc.
- A strong and up-to-date knowledge of Microsoft Office, especially Excel, together with a good level of IT competency, is required to maintain databases and provide accurate budgetary information.
- Support the Finance Assistant with the processing of school purchase orders.
- Maintain an accurate school asset register using the Parago asset management system, regularly updating the asset register and contributing to the annual school asset audit.

Successful candidates will:

- Have previous experience in a similar role
- Be highly numerate and be able to absorb complex information
- Be able to use their own initiative
- Have excellent attention to detail

Benefits of working at St Simon Stock:

- A supportive and caring working environment for staff and students
- Dedicated and bespoke CPD time for all staff each term
- Staff laptop provided
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources



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Job description

Job Title:	Finance Officer
Salary Grade:	Kent Range 6 (£25,127—£26,383)
Hours/week:	Monday to Friday 37 hours per week
Weeks/year:	All year round, 52 weeks

Purpose of job: To support the financial work of the school and manage aspects of work in the Finance Office

Key duties and responsibilities:

		Key tasks
1	Financial Control	To support Finance Assistant who processes orders and deliveries and to do the same if the Finance Assistant is not available
		To process income and expenditure
		To produce cheques/bacs/direct debit payments for authorisation
		To reconcile bank accounts
		To process End of Year/Payroll Journals
		To monitor 'difficult to forecast' spends such as supply, energy and examination costs
		To monitor relevant budgetary headings, highlighting significant spends and report any concerns to the Finance Manager so that the budget plan can be adjusted
		To assist Finance Manager with preparation of annual budgets
		To assist Finance Manager with month/year-end process
		To recommend improvements to relevant financial structures
		To prepare for external auditors' inspection
		To carry out procedures as outlined in the finance manual
		To carry out procedures as outlined in KCSP Finance Regulations and KCSP PSF Accounting guidance
2	ParentPay	To set up payment items
		To process income and refunds
		To deal with parent/staff enquiries
		To maintain up to date student and staff records
3	Lunch Cards	To control the issue of Catering Cards, including organising the new Year 7 import and co-ordinate delivery of cards and access codes
		To deal with parent/student/staff enquiries



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Job description

4	School Trips	To be responsible for the costing of school trips
		To process income and expenditure
		To manage support requests
		To analyse and reconcile trips after the event
5	Training & Development	To maintain records of all outstanding fees and expenses
		To process orders, invoices and expenses
6	Asset Register	To maintain a computerised register
		To produce monthly reports
		To carry out yearly stock/audit checks
7	General Matters	To cover finance team absence as necessary
		To deputise for Finance Manager as necessary after training
		To take up designated post during emergency/drill as per H&S manual

Two colleagues within the finance team will complete the entirety of the duties outlined above. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holders that they will make a positive contribution to enhance and adapt processes.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
	Formal accountancy qualifications or part-qualified	D
Knowledge & Experience	Ability to relate well to children and adults	E
	High level of ICT skills	E
	Previous experience working in a finance role and department for multiple years	E
	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality	D
	Knowledge of school funding and budget management	D
	Knowledge of PSF financial accounting software	D
	Experience using SIMS	D
	Previous experience working in a school finance role	D
Working knowledge of Trust and school policies and procedures	D	
Skills, Qualities & Abilities	Ability to use ICT effectively	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Excellent IT skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	E
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	E

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.



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Application process

You are welcome to contact HR at HR@sscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly by using the APPLY NOW LINK

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 7th October 2024 @ 09:00
Interviews to be held: ASAP following closure of campaign
Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment *St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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