



## **School Finance Assistant**

### **Sacred Heart Catholic Secondary School**

**Required:** As soon as possible

**Salary:** Grade C-D, SCP 4-5 £15,849 - £16,167 (actual salary)

**Hours:** 37 per week, Term Time Only plus 5 Days

**Contract Type:** Permanent

**Location:** Redcar

### **The Organisation**

Sacred Heart Catholic Secondary School is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 26 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils and 1,200 staff, the Trust is now the North-East's largest Catholic Trust and the second largest Catholic Multi-Academy Trust in the UK.

### **The Role**

We are seeking to appoint a Finance Assistant to provide financial administrative and management support to the school under the direction and guidance of the Trust Business Manager. Within the role there will be a full training programme and opportunity for progression within the wider Trust.

Please refer to the attached Job Description and Person Specification for further information.

### **Further Details**

Application packs are available from the Trust's website at <https://npcat.org.uk/current-vacancies/>. Candidates should complete and return a Support Staff Application Form, a Recruitment Monitoring Form and a Rehabilitation of Offenders form to [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)

CV's will not be accepted.

For an informal discussion about the role please contact Lisa Marron, Head of Finance on 01642 529200.

**Closing Date:** Thursday 21<sup>st</sup> November 2019 by 12 noon

**Interview Date:** Tuesday 26<sup>th</sup> November 2019

**The safety and wellbeing of children and young people is central to our ethos and we expect staff and volunteers to share this commitment. Applicants will be required to supply two references, medical check, undertake an enhanced Disclosure and Barring Service (DBS) check with barred list information to comply with the Safeguarding and Child Protection policies of the Trust.**

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	School Finance Assistant
<b>RESPONSIBLE TO:</b>	Trust Business Manager
<b>GRADE:</b>	Grade C/D SCP 4 – 5
<b>JOB PURPOSE:</b>	To provide financial administrative and management support to the school under the direction and guidance of the Trust Business Manager.

### **Main Responsibilities**

#### **Finance, Procurement & Contract Management**

- To ensure purchase order requisitioning and staff expenses claims forms are completed accurately, appropriately authorised and forwarded to the Trust's Exchequer Services team in line with the Trust's monthly financial management timetable.
- Ensuring goods received notes are checked and updated in the Trust's accounting system as soon as possible after receipt.
- Liaising with the Trust's Exchequer Services team in respect of any queries in relation to the payment for goods and services.
- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- Ensuring a school based inventory is maintained for all items of furniture and equipment for any items with an original cost of over £300.
- Completion of debtors request forms for any debt over £100 for forwarding to the Trust's Exchequer Services team to allow the recording and recovery of such debts.
- Provision of management information from the respective cashless system in operation at the school to the Trust to allow the accurate and timely posting of income from the Trust's bank account.
- The collation and provision of any information required to support school or Trust led financial management / procurement activity, including support to the Trust Business Manager when meeting with their respective Trust Senior Finance Partner to agree monthly management accounts.

- To undertake financial administration and reconciliation of catering, educational visits, transport, lettings and any other income streams received into the school.
- To post income from the above into the Trust's financial accounting system in accordance with the Trust's monthly financial management timetable.
- To submit claims with supporting evidence for staff absence insurance reimbursements.
- To prepare monthly payroll reports in accordance with agreed timescales for review by the Trust Business Manager.
- To prepare and issue monthly capitation reports for school budget holders in support of the Trust Business Manager.
- To prepare for review and submission any financial returns to both the Trust and external agencies.

### **Whole School & General Administration**

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To undertake routine clerical support relevant to the role e.g. photocopying, filing, faxing, completion of standard forms and responding to routine correspondence.
- Maintain on a timely basis manual and computerised records/management information systems.
- Undertake typing/word processing and other ICT based tasks.
- Operate relevant ICT packages in support of duties (PS Financials, Microsoft, Internet, MIS, Databases).

### **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.**

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

<p>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE</p>
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**PERSON SPECIFICATION  
SCHOOL FINANCE ASSISTANT**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>	E1	NVQ Level 2 or equivalent qualification / experience in a relevant discipline	AF/C	D1	Association of Accounting Technician qualification	AF, C
<b>Experience, Knowledge &amp; Skills</b>	E2	Strong numeracy and literacy skills	AF, R, I	D2	Experience of working in the education sector	AF, R, I
	E3	Effective use of accounting software, ICT packages and other resources	AF, R, I			
	E4	Use of relevant office based systems and equipment	AF, R, I			
	E5	An understanding of policies and procedures relevant to the role	AF, R, I			
	E6	Experience of working in a busy office environment / finance team	AF, R, I			
<b>Personal Attributes</b>	E7	Ability to relate well to both children, adults and other stakeholders	AF, R, I	D2	Ability to self-evaluate CPD needs and to seek out new learning opportunities	AF, R, I
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and	AF, R, I			

		responsibilities and your own position within these				
<b>Special Requirements</b>	E9	An understanding of the Catholic ethos of NPCAT	AF, R, I			
	E10	An understanding of safeguarding and child protection requirements	AF, R, I			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References