

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



# Finance Assistant

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Location

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



## Our Mission

At Brannel School we want to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world. What kind of students are we creating?

- *Enterprising Learners* who are creative, innovative and well-placed to enjoy future success.
- *High Performers* who have the ambition, drive and opportunity to 'climb the mountain' to the best universities and professions.
- *Honourable Leaders* with the confidence, integrity and commitment to make a positive contribution to our global community.

**Our Values: EXCELLENCE | CREATIVITY | COMMUNITY**

## About Us

Brannel School is situated in the heart of rural Cornwall's China Clay communities and offers 850 places to students aged 11-16. Our facilities are second to none; the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. We aim to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

## About this Job

We are seeking to fill a vacancy for a part-time Assistant Finance Officer. The successful candidate will be joining a professional and supportive team with a strong collegiate atmosphere. Working hours are flexible (within contracted hours) and will be negotiated and agreed with the Finance Officer. Previous experience of school finance would be advantageous but is not essential.

**The successful candidate will have:**

- An appropriate standard of academic qualifications.
- Training in financial procedures and experience of financial duties.
- Good level of administration skills and ability to manage own workload effectively.

**We will offer you:**

- Flexible working hours.
- An energising and supportive working environment with high expectations and standards.
- An excellent programme of CPD and opportunities to develop leadership and management skills.

**Cornwall Education Learning Trust**

Brannel School is part of the Cornwall Education Learning Trust (CELT). CELT has developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

Our people are at the heart of our success. We look for talented individuals who share our vision for creating exceptional places of learning in order to ensure that every CELT pupil has access to the best possible education

**Contact Details**

If you wish to visit the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.

# Job Description

- Job Purpose:** To provide administrative support relating to all aspects of the school's finances, supporting both school-based staff and the CELT central finance team to deliver an effective and efficient finance service which contributes to educational outcomes.
- Reporting to:** Day-to-day supervision provided by School Finance Officer.
- Key Contacts:** CELT central finance team, school budget holders (Senior Leadership Team, Heads of Department, Service Managers), teachers, suppliers, parents, students, community lettings.
- Location:** Based at Brannel School. There may be a requirement to travel to undertake work/training with the CELT central finance team (based at offices in Newquay and St Austell) or at other CELT academies.
- Salary Grade:** E Grade
- Hours:** 16 hours per week (flexible hours). 47.4 paid weeks.

## Key Accountabilities

- ❖ To have a thorough understanding of, and keep up-to-date with, all ESFA and CELT financial policies and procedures, and ensure that all school finance activities are compliant with all relevant financial regulations.
- ❖ To be responsible for all day-to-day finance-related school activities, including adhering to robust financial processes, ordering and making payments, tracking income, and preparing financial information for reporting purposes.
- ❖ To ensure security of any monies and all financial information at all times, ensuring all processes and work undertaken meets with relevant financial regulations and CELT policies and procedures.
- ❖ To assist in offering support and training to school administration staff undertaking finance-related work, as appropriate.

## **Main Duties and Activities**

### Updating Financial Records and Accounting Systems:

- ❖ To operate the computerised accounting systems under the direction of both the school and CELT central team Finance Officers. Activities may include processing orders for goods and services, inputting payments and receipts to academy accounts, bank processing, journal vouchers and report generation.
- ❖ To assist in the preparation of VAT returns by ensuring coding of income and expenditure is accurate.
- ❖ To maintain accurate data using the school's electronic payment system relating to payments made by pupils/parents for all educational and recreational services.

### Processing Orders:

- ❖ To process orders ensuring they are logged on the accounting system and despatched in accordance with priorities and deadlines.
- ❖ To arrange for the completion of new supplier forms and related checks.
- ❖ To monitor outstanding orders and liaise with staff to ensure accurate information is held on the system.
- ❖ To obtain verification of receipt of goods or services from members of staff.
- ❖ To assist the School Finance Officer in the collection of receipts relating to payments made by the academy and the issuing of receipts for payments made to the academy, logging such receipts on the accounting system.
- ❖ To be responsible for the collation of supporting documentation for school credit card purchases.

### Processing Invoices:

- ❖ To enter invoice details for authorisation on the computerised accounting system for payment and assist in the processing of remittances as required.
- ❖ To assist in the production of sales invoices as requested by the School Finance Officer.
- ❖ To maintain the school community lettings diary in liaison with the school lettings manager, ensuring all necessary paperwork is completed and relevant details passed to the School Finance Officer to allow for the production of invoices.

### Other Procedures:

- ❖ To monitor outstanding debtors and follow the CELT debt management process as appropriate.
- ❖ To be responsible for carrying out correct procedures for any cash/cheque payments received in school, including the issuing of receipts and preparation for banking.
- ❖ To be responsible for the issuing of petty cash for authorised claims, ensuring receipts are obtained for all payments made, and to monitor and reconcile the petty cash floats and ensure safekeeping at all times.

### Supporting School Budget Holders:

- ❖ To have knowledge and understanding of current school budget and cost centre information in order to answer queries promptly.
- ❖ To support teaching staff by contacting suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies and payments, as requested.

- ❖ To support teaching staff with the planning and costing of overseas trips in order to achieve value money and compliance with the trust's reporting policy.
- ❖ To assist in the preparation of financial reports and statistics for school leadership team and budget holders.
- ❖ To offer informal training as required to all school staff on financial procedures and policies.

### **General Responsibilities (applicable to all CELT Staff)**

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures; to demonstrate and promote the values of the Trust at all times, working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

### **Note**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

### **Special Conditions of Employment**

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

# Person Specification

Selection Criteria	Essential	Desirable	Assessed
Education and Training	<ul style="list-style-type: none"> <li>• A good standard of education to at least GCSE Grade C level or equivalent in English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification in accounting/finance e.g. AAT Intermediate, NVQ 3 Business and Administration.</li> <li>• First Aid certificate.</li> </ul>	Application Form/ Certificates
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Able to demonstrate excellent numeracy skills, good data analysis skills, good literacy skills, excellent attention to detail.</li> <li>• Able to demonstrate effective organisation skills e.g. ability to multi-task, prioritise effectively and work to tight deadlines.</li> <li>• Working knowledge and experience of developing, operating and managing computerised financial systems.</li> <li>• Working knowledge and experience of providing effective financial support and administration e.g. bookkeeping, financial reporting.</li> <li>• Working knowledge and experience of using a range of standard ICT applications effectively e.g. Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working independently and as part of a small office team - able to build effective working relationships with a wide range of people.</li> <li>• Experience of working in a regulated environment.</li> <li>• Experience of working within an education setting, preferably as part of a financial or administrative team.</li> <li>• Understanding of the financial functions and duties of academies within a Multi Academy Trust.</li> <li>• Understanding of the learning environment in which schools operate, including knowledge of safeguarding issues.</li> <li>• Proven effectiveness coaching, managing or supervising others in a formal or informal setting.</li> </ul>	Application Form/ Interview
Competencies applicable to all CELT staff	<p><i>CELT Core Value   Collaborates:</i> Demonstrates ability to work as a team player.</p> <p><i>CELT Core Value   Empowers:</i> Demonstrates ability to support, encourage and upskill others to deliver results.</p> <p><i>CELT Core Value   Leads:</i> Demonstrates high ethical, moral and professional standards.</p> <p><i>CELT Core Value   Transforms:</i> Demonstrates ability to react positively and with enthusiasm to change and improvement.</p> <p><i>Sees the Big Picture:</i></p>		Application Form/ Interview

	<p>Demonstrates ability to understand how own role fits with, and supports, organisational objectives; willing to expand own knowledge and experience.</p> <p><i>Makes Effective Decisions:</i> Able to follow guidelines or use previous experience to resolve issues. Demonstrates ability to use initiative to resolve problems, support decisions and prioritise tasks effectively.</p> <p><i>Communicates and Influences:</i> Expresses ideas clearly and with respect for others. Responds constructively and objectively to comments and questions.</p> <p><i>Delivers a Quality Service:</i> Demonstrates ability to deliver service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs.</p> <p><i>Delivers at Pace:</i> Demonstrates ability to follow relevant policies, procedures and legislation to complete own work. Has good organisational and time management skills.</p>		
Additional requirements	<ul style="list-style-type: none"> <li>• Commitment to safeguarding.</li> <li>• Commitment to maintaining confidentiality.</li> <li>• Champions equality, diversity and inclusion.</li> <li>• Willingness to undertake further training as required.</li> <li>• The physical ability to perform the duties of the job with the support of aids and adaptations if necessary.</li> <li>• Demonstrates a high level of patience, understanding, and empathy with children and young people.</li> <li>• Demonstrates enthusiasm for working in a busy school environment.</li> </ul>		Application Form/ Interview



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