

We are looking to appoint a

Finance Assistant

Grade	Actual salary £14,327-£15,205
Working hours	25 hours per week, term-time only plus inset days, plus 25 additional hours to be worked flexibly across the year. 8.30am to 1.30pm Mon to Fri
Start Date	As soon as possible.

If you would like further information about the role or an informal chat, please contact the Michelle Floyd, School Finance Manager either by telephone call 01256 322691 or email michelle.floyd@aldworth.hants.sch.uk

The Blue Coat School, Basingstoke is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

CLOSING DATE

11 October 2024

INTERVIEW DATES

WC 14 October 2024

Finance Assistant

The Blue Coat School

The Blue Coat School joined the South Farnham Educational Trust and is the second, secondary school alongside Brighton Hill School. As such, we are in a great position to be at the forefront of educational developments to provide the best possible school experience for our students.

There is a strong sense of community within the school and a real desire amongst staff to grow and develop our teaching and provision. We are committed to ensuring a truly inclusive, enjoyable and successful school environment for all children.

Every student has a place in our school and the team are committed to high standards and expectations in every aspect of our work. We aim to grow and develop as a school community to meet these expectations which will best prepare our students for a successful and happy life after their journey with us.

Finance Office

We are looking for Finance Assistant who is confident in dealing with a wide range of finance and administration duties to join our team.

Candidates

We welcome applications from highly organised, enthusiastic, and hard-working candidates. There is contact with students and parents so we are looking for someone who is friendly and helpful in their approach. Although previous similar experience would be useful, this is not essential as full training will be provided. The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

The Blue Coat School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the SFET Support Staff Application form (available on our website) and send by email to recruitment@aldworth.hants.sch.uk

For further information or enquiries, please use the above email address or contact us on 01256 322691.

JOB DESCRIPTION

Key Duties and Responsibilities

Administration

- Responsible for the finance inbox, forwarding emails to appropriate recipient and dealing with parent enquires as required
- Check eligibility of Free School meal application, informing parents and students, and keeping SIMS and Cunninghams up to date
- Issue Scopay letters to parents
- Check biometric consent and take fingerprint for new starters and ensure set up on canteen system
- Assisting student with queries on canteen balances or loans
- Check overnight payments on Scopay and issue products purchase to students e.g. revision guides
- Booking travel arrangements for AP students as requested by SLT
- Assist with minibus diary bookings and arranging of servicing for vehicles
- Having an overview of key dates and priorities within the finance office in respect of school trips and events
- Keep accurate and up to date records

Finance

- Raise invoices
- Liaise with suppliers
- Check requisitions from budget holders ensuring value for money
- Raise orders on finance system
- Ensure purchases are recorded on goods receipted spreadsheet
- Pay invoices after obtaining correct approval
- Purchasing card holder, making approved purchases and recording transactions correctly
- Assisting staff with making purchase by giving guidance to correct method
- Review pay claims (additional hours) and travel claims each month by deadline and forward to the Trust
- Refer to Trust regarding finance matters

Other Duties

- Occasional other admin duties may be required to support whole admin team
- Assist with whole school events e.g. Opening Evening/Food Prep

You will be expected to support the aims and ethos of the school by setting a good example in terms of dress, punctuality and attendance, attending team and staff meetings and being proactive in matters relating to health and safety and safeguarding.

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• 5 GCSEs (or equivalent) A-C/9-4 grades including English & Maths• Able to prioritise workload• Able to communicate with students, parents, staff & governors• Ability to deal efficiently with high volumes of work• Empathy with young people• Interpersonal skills• Good ICT skills, including Excel & Word• Ability to learn new finance software packages• Flexibility• Able to work independently and as part of a team• Very good organisational skills• Resilience and stamina• Confidence	<ul style="list-style-type: none">• A-Level or equivalent qualification• Finance or Accounting qualification• Prior knowledge of SIMS, TUCASI, Cunningham and/or PSF accounting system would be an advantage• Experience of working within an office environment