



ST. CATHERINE'S **COLLEGE**

A CHURCH OF ENGLAND ACADEMY

FINANCE ASSISTANT

Salary Single Status Grade 6 £20,495 - £21,322 pa pro rata

20 hours per week – term time only plus 2 weeks to be worked in the summer holidays.

Permanent post

INFORMATION FOR APPLICANTS

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May 2021

Dear Applicant

Finance Assistant

Thank you for your interest in this post. I hope that you find the enclosed information useful and that you are motivated to join our college at a very exciting time.

We are proud of our college. We have talented and highly motivated pupils and staff. Our staff team work tirelessly to ensure that teaching is the best it can be and everyone has a role to play in this. We support each other and there is an open, friendly and collegiate atmosphere within our staff team. We believe it is crucial that new members of the team are welcomed and supported.

Well behaved and hardworking our pupils have achieved outstanding results year on year at our college. As a consequence of this we are:

- An Investors in People Award School, which translates that we invest heavily and value the development of all our staff.
- An inclusive Church of England School with the benefits of links with The Diocese of Chichester and the opportunity to promote strong lasting values based on the Christian faith.

Understandably this letter and our website only gives a flavour of the college. We therefore encourage visits for prospective candidates to see our college in action. We do understand however that visits are not always possible or practical and you would not be at a disadvantage if you are unable to visit the college.

The Post

We are looking to employ an organised and methodical Finance Assistant who is used to a fast pace of working to provide a professional and comprehensive finance service for St Catherine's College. You should have good communication skills, a positive and flexible approach to your work and be able to deliver work in a timely manner.

The post holder will work as part of a small team reporting to the Business Manager.

Applicants should be educated to GCSE level C or above in Mathematics. Finance experience is desirable but not essential. Training will be provided.



We offer you

- Excellent career development opportunities
- A geographical location, being situated near Sovereign Harbour, Eastbourne's award winning Marina. It is part of several miles of beautiful coastline, including the South Downs National Park, the white cliffs of Beachy Head and 1066 country
- A friendly, supportive and caring staff team
- A fabulous staff room with complimentary tea and coffee
- A café that serves at breakfast, break and lunch using freshly sourced ingredients
- Local Government Pension Scheme
- Free flu vaccine
- Highly visible supportive senior leaders
- Great pupils – you can make a massive difference to them
- Training



Your Application

Completed application forms should be emailed directly to the college addressed to Mrs Sandie Windsor, Head of Personnel, SWindsor@stcatherines.college, and arrive by no later than **noon on Friday 11 June 2021**.

If you wish to accompany your application form with a letter of application this must be no more than two sides of A4 please. In your letter of application you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings. We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake an enhanced DBS clearance.

I am conscious of the time and effort it takes to submit an application and am grateful for your interest. St Catherine's College is a college with a bright future and a good atmosphere within which to work. I am keen that we appoint quality candidates to join what is, I believe, one of the best staff teams in any school. If I can be of any assistance or provide any further information, please do not hesitate to contact me.

Yours faithfully



Solomon Berhane
Headteacher

JOB DESCRIPTION

POST: Finance Assistant

GRADE: Single Status Grade 6

RESPONSIBLE TO: Business Manager

20 hours per week, term time only plus 2 weeks to be worked during the school summer holidays.

Main Purpose of the Job

To provide a professional and comprehensive finance service for the College.

Main Functions

1. To manage our online payment platform Parent Pay to ensure that all food, trips and other income is received and reconciled.
2. To deal with parent queries in relation to Parent Pay.
3. To generate invoices and ensure that the monies owing are received on time.
4. To monitor the college's bank account and complete the monthly bank reconciliation.
5. To ensure that all funding is received and posted to the correct income nominal.
6. To manage the school trips income and expenditure accounts.
7. To follow up income overdue.
8. To process and reconcile the school's credit card accounts on a monthly basis.
9. To process purchase orders and BACS payments.
10. To support the Business Manager with the management of the budget.
11. To inform curriculum budget holders of their budget / expenditure on a termly basis.
12. To assist the Business Manager in the preparation for the annual finance audit and to actively provide the auditors with the information they require.
13. To prepare the banking and to visit the bank on a regular basis.
14. To manage and reconcile the petty cash account.

15. To complete the financial and year end duties in liaison with the Finance Officer, Business Manager and Academy Trust.
 16. To ensure the Trust Finance Policy is adhered to and there is a segregation of duties applied in all financial purchases and payments.
 17. To undertake a first aid course in order to be part of the first aid team.
 18. To undertake such other reasonable duties as may be required within the College.
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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



PERSON SPECIFICATION – FINANCE ASSISTANT

Attributes	Essential	Desirable
Qualifications and training:	<ul style="list-style-type: none"> 📄 GCSE Mathematics Grade C or above 📄 Knowledge of a range of computer applications 📄 Good standard of education 	<ul style="list-style-type: none"> 📄 A recognised financial qualification
Knowledge, Understanding & Experience:	<ul style="list-style-type: none"> 📄 Experience of producing documents using Excel 📄 Experience of undertaking a range of clerical and administrative duties, including data input and retrieval. 	<ul style="list-style-type: none"> ☒📄 Finance Experience ☒📄 Knowledge of a financial management system ☒📄 Knowledge of accounting techniques
Skills and Abilities:	<ul style="list-style-type: none"> ☒📄 Ability to work in an organised and methodical manner 📄 Ability to maintain accurate and efficient record keeping systems ☒📄 Ability to assist with the production of accurate records and reports as required ☒☑ Used to a fast pace of working 📄 Ability to organise and prioritise own workload 🧠 Ability to demonstrate developed interpersonal and communication skills ☒📄 Ability to work under pressure ☑ Ability to demonstrate initiative 🧠 Ability to show sensitivity and objectivity in dealing with confidential issues 🧠 Ability to present a professional school image ☒ Ability to work effectively and supportively as a member of the school support team. 	
Personal Qualities:	<ul style="list-style-type: none"> ☒ Attention to detail ☒ A team player ☒ Self-motivated and hard working ☒ A commitment to equal opportunities ☒ A positive and enthusiastic work ethic. 	<ul style="list-style-type: none"> 📄 Good health and attendance record

	<p>☛Willingness to positively promote the School's aims and Christian ethos.</p> <p>☒Willingness to participate in further training and developmental opportunities.</p>	
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Criterion assessment by: ☒ = application form; ☒ = letter of application; ☛ = interview;
☑observation

