

The Axholme Academy

Finance Officer – required as soon as possible

37 hours per week, term time plus 5 days - Salary NJC: SCP 9 - 17 (£20,344 - £23,836 FTE)

Principal – Mr J Sellars MAEd
An 11-16 academy
NOR: 520

Wharf Road – Crowle - North Lincolnshire - DN17 4HU

Tel. 01724 710368 Email sleggott@theaxholmeacademy.com

The Axholme Academy is seeking to appoint a Finance Officer. We are a people centred, ambitious school who take pride in the education and outcomes we achieve for our students.

The successful candidate will be responsible for delivering a high day to day finance service to the Academy and will work in line with policies, legislation and internal operational procedures, including financial regulations. Candidates must be able to evidence high standards of literacy, numeracy, organisational and IT skills. Evidence of experience in a similar role and education environment would be an advantage but it not essential.

The Axholme Academy is a successful, forward thinking and friendly school serving the market town of Crowle and surrounding villages. We converted to become a stand-alone Academy in 2012. We have a long established and successful relationship with our local community and have seen numbers on roll rise by over 40% over the past 5 years as a result of our popularity and commitment to providing excellent support to all our students.

In July 2017 Ofsted confirmed that The Axholme Academy continues to provide a good education for students and inspectors told us that we have “successfully created a culture in which your pupils want to succeed.”

Our Academy facilities have been recently enhanced by the opening of a new leisure centre co-located on the school grounds.

The academy is a founder member of The Northern Lincolnshire Education Consortium and a strategic partner in the Leading Learning Forward Teaching School Alliance. We are also a member of the Axholme North Collaborative Trust that incorporates our 5 main partner primary schools and provides an excellent means through which we work together. These links will provide the successful candidate with excellent opportunities to network and seek support.

We actively encourage prospective candidates to come and visit us. Please contact the Business Manager sleggott@theaxholmeacademy.com if you have any questions or to arrange a visit. Application forms and further information are available on the school website www.theaxholmeacademy.com

The Axholme Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. The full version of our Recruitment of ex-offenders and Disclosure and Barring Service procedures can be accessed at www.northlincs.gov.uk/northlincs/jobsandcareers

For general enquiries about this post please contact Sophie Leggott, Business Manager

Closing date – Monday 26th August 2019 - Possible Interview Date – Friday 30th August TBC

Job Description	
<p><u>Job Title:</u> Finance Officer</p> <p><u>SCP:</u> 9 -17</p>	
<p><u>Overall Purpose of Job:</u></p> <p>To provide financial, secretarial and administrative support to the school.</p>	
<p><u>Main Responsibilities:</u></p> <p>To assist the Business Manager as follows:</p> <ul style="list-style-type: none"> • Process invoices and credit notes on the FMS system • Raise orders as required • Raise invoices as required to outside agencies • Produce and record manual cheques and produce cheque run report • Collection, banking and accounting of monies for school fund/visits accounts and issuing cheques. • Ensure all invoices issued are paid and take appropriate action if not paid • Petty cash reimbursement, recording and balancing. • Monthly credit card reconciliation • Record staff absences in SIMS, produce sickness absence reports for payroll • Advise Business Manager when absence triggers are hit, make staff absence insurance claims. • Collate overtime and mileage forms for payroll • Participates in the recruitment of staff, complete HR admin as advised by Business Manager such as staff offer letters, contracts pre-employment health check questionnaires and obtain references. • Collection and maintenance of personnel records including sickness, returns to work and annual leave data and completing personnel related documents including new starters, changes to personal details, pay variations and timesheets, ensuring employees and paid correctly. To investigate pay queries on their behalf. • Responsibility for the banking of all monies relevant to the post. • Manage academy transport for students out of catchment, chase payments and advise Business Manager of any outstanding balances • Maintenance of appropriate data base and financial ICT systems including ParentPay, Excel and FMS. • Assist the Business Manager with financial management in school ensuring that all transactions are correctly authorised, processed and monitored in accordance with approved Financial Procedures. 	

Knowledge, Skill and Experience Required:

- Knowledge and experience of education systems and monitoring
- Knowledge of Financial management including procurement procedures and invoicing
- Experience of working with children
- Computer literacy, typing skills, secretarial skills, interpersonal skills and team working
- Ability to communicate effectively at all levels, both orally and in writing
- Ability to implement, monitor and maintain recording systems
- Interpersonal and team working skills
- Understanding academy's policies and procedures

Creativity and Innovation:

- Problem solving occasionally however in well established areas with a range of possible solutions
- Develops the use of management information systems to meet the needs of the school

Decision Making:

- Management of own day to day workloads
- Takes decision's on when to refer matter to Business Manager
- Communicates information effectively to teachers, other professionals and parents whenever the need arises

Contacts and Relationships:

- The post holder will come into contact with students, parents, teachers, contractors and visitors both face to face and on the telephone
- Support for students within the school

WORK ENVIRONMENT

Work Demands:

- Interruption to duties to answer queries from all academy employees are a feature, as are constant interruptions from telephone calls. Interruptions are also encountered from students and external visitors
- The job has a constant predictable workload with daily, weekly, monthly, and yearly routines

Physical Demands:

- The postholder will be required to carry out tasks with normal physical effort

Working Conditions:

- The post holder will be based in a well-lit and ventilated academy environment

Work Context:

- Lone working during academy holidays/out of hours, when there is only the premises supervisor on site.
- Work involves interacting with the community, staff, students, parents and other relevant agencies to The Axholme Academy, which may involve complex, sensitive and confidential issues and can on occasions be confrontational

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description

29th July 2019

Person specification – Finance Officer

Education, qualifications and experience	Essential	Desirable	How identified
GCSE Maths and English at grade C or above, or equivalent	Yes		Application
ICT skills including Microsoft packages at a level appropriate to the post	Yes		Application Interview
A knowledge of Best Value and financial regulations		Yes	Interview
Experience of using accounts and budgetary software		Yes	Application Interview
Experience of working in a finance related environment	Yes		Application Interview
Experience of working in a school environment		Yes	Application Interview
Knowledge, Skills and Abilities	Essential	Desirable	How identified
Motivation to work with children and young people	Yes		Interview Reference
Good numeracy/ literacy skills	Yes		Interview Reference
Ability to work in a team	Yes		Application Interview Reference
Up-to-date ICT skills (e.g. Excel, Word etc)	Yes		Application Interview Reference
Ability to analyse data	Yes		Interview
Excellent organisational and time management skills	Yes		Interview Reference
Ability to work under pressure and meet deadlines.	Yes		Interview Reference
Ability to communicate effectively both orally and in writing	Yes		Interview Reference

Personal Qualities	Essential	Desirable	How Identified
Proactive and uses initiative	Yes		Application Interview Reference
Ability to work under pressure and meet deadlines	Yes		Application Interview Reference
Establish positive relationships with students, staff and outside suppliers	Yes		Application Interview
Is confident and ambitious for self and others	Yes		Application Interview
Willingness to be flexible, approachable and adaptable to changing circumstances	Yes		Application Interview
Other requirements	Essential	Desirable	How Identified
A commitment to safeguarding and promoting the welfare of children and young people	Yes		Interview Reference
Have regard to provide equality of opportunity for all	Yes		Application Interview

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.V YES NO

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

BASIC DISCLOSURE - convictions not spent

STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law

ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people

IS THE POST POLITICALLY RESTRICTED? YES NO

Completed by _____

Signature _____

Date _____