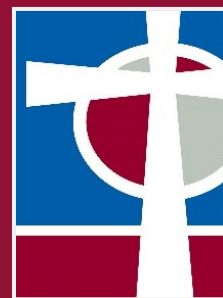


St Gregory's

CATHOLIC SCHOOL



Finance Officer

APPLICATION PACK

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'Academies in Christ'
Part of the Archdiocese of Southwark



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Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our secondary school, which forms part of the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills and experience to support the Finance Team, we would love to hear from you.

Kind regards

Phil Byrne
Headteacher
St Gregory's Catholic School



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents

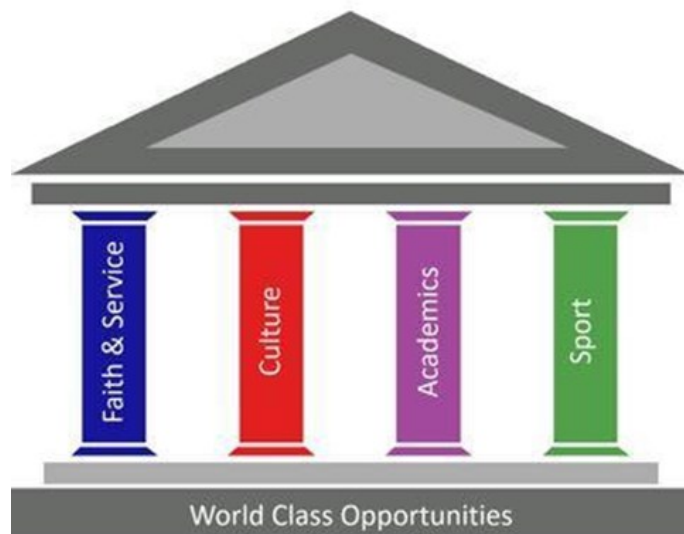
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 25 academies of which 20 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

An exciting opportunity has arisen to join our friendly, busy finance department within the heart of the school on a full-time, permanent basis. You will have excellent attention to detail, be proactive and proficient in IT skills, especially with Microsoft Excel. Experience of working in an educational environment would be advantageous but is not essential.

About the role:

- Assist the Finance Manager in maintaining effective and proper control of the school's bank accounts.
- Aid in the maintenance of petty cash vouchers, as well as the documentation of all revenue and outgoings.
- Aid in the reconciliation of all received income
- Provide administrative support to the main office, student services, reception and welfare
- Assist in the receipt and banking of all monies paid into the schools accounts, including completing the relevant journal entries on FMS
- Maintain financial records using PS financial, excel and other databases

Successful candidates will:

- Have previous experience in a similar role
- Be highly numerate and be able to absorb complex information
- Be able to use their own initiative
- Have excellent attention to detail

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Dedicated and bespoke CPD time for all staff each term
- Opportunities to complete external qualifications such as Masters
- Staff laptop provided
- Free Gym Membership
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Job description

Job Title: Finance Officer

Salary Grade: KR6 (£23,801—£25,262)

FTE: 37 hours, full time, permanent

Line Manager: Finance Manager

	Key tasks	
1	Financial Control	To process orders, deliveries, liaising with suppliers on terms and discounts
		To process income and expenditure
		To produce cheques/bacs/direct debit payments for authorisation
		To reconcile bank accounts
		To process End of Year/Payroll Journals
		To monitor 'difficult to forecast' spends such as supply, energy and examination costs
		To monitor relevant budgetary headings, highlighting significant spends and report any concerns to the Finance Manager so that the budget plan can be adjusted
		To assist Finance Manager with preparation of annual budgets
		To assist Finance Manager with month/year-end process
		To recommend improvements to relevant financial structures
		To prepare for external auditors' inspection
		To carry out procedures as outlined in the finance manual
		To carry out procedures as outlined in KCSP Finance Regulations and KCSP PSF Accounting guidance



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Job description

2	Parentpay	To set up payment items
		To deal with parent/staff enquiries
		To maintain up to date student and staff records
3	Lunch Cards	To control the issue of Catering Card and pin numbers, including organising the new Year 7 import and co-ordinate delivery of cards and access codes
		To deal with parent/student/staff enquiries
		To process balance refunds for leavers
4	School Trips	To be responsible for the costing of school trips
		To manage support requests
		To analyse and reconcile trips after the event
5	Training & Development	To book approved courses
6	Asset Register	To maintain a computerised register
		To produce monthly reports
		To carry out yearly stock/audit checks
7	Parental Donations	To maintain excel spreadsheet of parent details
		To reconcile income received
		To process Gift Aid claims
7	General Matters	To cover finance team absence as necessary
		To deputise for Finance Manager as necessary after training
		To take up designated post during emergency/drill as per H&S manual



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Person Specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
	Formal accountancy qualifications or part qualified	D
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality	D
	Ability to relate well to children and adults	E
	High level of ICT skills	E
	Knowledge of school funding and budget management	D
	Knowledge of PSF financial accounting software	D
	Experience using SIMS	D
	Previous experience of working in a school finance role	D
	Previous experience of working in a finance role	E
Skills, Qualities & Abilities	Ability to use ICT effectively	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Excellent IT skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	E
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	E

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 3rd October 2023 at 9:00am

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment *St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*



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