



Job Pack

Finance Assistant

Kent Range 4

30 hours per week (negotiable), term time plus 2 weeks (41 working weeks per year)

Permanent post, based at Tonbridge

Start Date January 2020



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1600 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in an Annexe at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99% of students achieved 5 GCSEs grades 9 to 4 (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 66.3% of our students achieving A*-B grades. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme
CPD days and a range of workshops
Performance development programme
Mentoring-Coaching programme
Relevant external courses and training

The Team

The Administration Team provides administrative support for a range of business services including central operations, admissions, events, front of house services, finances, HR, PA support, marketing, lettings and reprographics. We are an extremely hardworking and dedicated team; passionate about supporting teaching and learning and playing our part to help improve student outcomes.

The Post

Job Title:	Finance Assistant	Reports to:	Head of Finance
Team:	Administration	Start date:	January 2020
Grade:	KR4		
Hours:	30 hours per week Term-time only plus 2 weeks (41 weeks worked per year)		

Purpose:

To work as part of the Business Administration team assisting the Head of Finance to ensure the academy meets its educational needs through excellent and robust business functions

To take responsibility for development and organisation of financial processes within the school to benefit student learning and teacher efficiency

To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way

To promote the highest standards of business ethos within the administrative function of the school and ensure the most effective use of resources in support of the school's learning objectives

To actively model and promote the values and ethos of the school

To contribute to the overall management and direction of the school's business functions

General Duties:

To work within the strategic direction set by the Head of Finance for the day-to-day financial management of the School – specifically;

- Contributing to the operation of the financial management service;
- Finding efficient solutions to delegated aspects of the financial management processes;
- Achieving cost effectiveness efficiency through the use of alternative processes or technology;

To be accountable for your area of the financial management processes within the school - specifically;

- Providing a professional efficient and cost effective financial management service, with a 'right first time mentality' and minimal errors;
- Bring about, monitor and evaluate a finance culture that will bring positive benefits to student learning;
- Create, maintain and facilitate effective relationships;
- Be responsible for your own professional development and your accountability through the school's performance management system

Specific Responsibilities

Purchasing:

- To place all Purchase Orders on the finance system, ensuring best value and economies of scale, along with a clear audit trail of approval of expenditure and within budget allocations
- Post all Purchase Invoices on the finance system, seeking authorisation of invoices as relevant
- Make online purchases with the credit card as required; ensuring adherence to financial procedures

Sales Invoicing:

- To raise sales invoices on the finance system as directed
- To chase any aged debt after consultation with the Senior Finance Officer

Cash Collections:

- To count any cash received into the finance office
- To assist with the banking of cash received as required

Credit Cards / GPC Cards:

- To post expenditure from credit cards / GPC cards onto the finance system
- To reconcile individual card holders' accounts on a monthly basis

Recharging:

- To assist the Senior Finance Officer with the running of the whole school stationery cupboard, recharging expenses to departments on a monthly basis

General:

- To administer Parent Pay software as required
- To work closely with other Team Members to ensure continued service delivery during staff absence
- To provide assistance to the Finance Team in various tasks as delegated
- To maintain physical financial records for audit purposes

Additional specific responsibilities to be agreed depending on skills and interests.

About You (Person Specification)

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Good general education • Good written and numerical skills • Accountancy or book-keeping qualification • Other relevant school-based experience 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Experience <ul style="list-style-type: none"> • Experience of financial procedures and control systems • Experience of purchase ledger systems, cash handling and banking procedures • Experience of book-keeping or general accounting • Experience of managing and maintaining accurate records and filing systems • Working in an educational environment and with children 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Skills & Knowledge <ul style="list-style-type: none"> • Good keyboard skills and effective use of Microsoft Office • Ability to accurately run reports • Accuracy and attention to detail • Ability to work to deadlines and use own initiative • Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Knowledge of PS Financials, SIMS, HCSS and Pebble • Ability to organise tasks with minimum supervision • Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities • Excellent and meticulous organisational skills • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals • Ability to absorb and understand a wide range of information • Ability to manage and deal with confidential data / issues appropriately • Very good numeracy/literacy skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Personal Attributes <ul style="list-style-type: none"> • Have a positive approach to education • Pleasant and welcoming manner • Positive attitude and professional approach • Good sense of humour • Reliability and integrity • Good interpersonal skills • Positive commitment to individual personal development • An excellent telephone manner, enthusiastic and positive attitude • Ability to work independently and be a team player • Suitable to work with children 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Equal Opportunities <ul style="list-style-type: none"> • A commitment to inclusive education 	<ul style="list-style-type: none"> ✓ 	

The Package

Salary: Kent Range 4: £17,498 - £18,611

Actual salary for 30 hours per week, 41 weeks of the year £11,194.57 - £11,906.63

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan*
Priority Admission for Staff Children**	Free On-Site Parking (subject to availability)
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites but this position is based at Tonbridge.

*Available upon successful completion of probation

** See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Carina Cuddington, ccuddington@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Friday 3 January 2020, 5pm

Interview day: week commencing 6 January 2020

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

