

Application for Finance Assistant

Thank you for your interest in the vacancy for the above position.

Valence School is a Kent County Council Foundation residential and day Special School for students from age 4 to 19 with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT). We have a large, dedicated staff team of over 250 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

Valence School is a supportive environment and a rewarding place to work, and whether working directly with our students or in a school support role, every member of staff participates in enabling students to learn and aspire to achieve meaningful independence. Students flourish in a supportive but challenging environment, making good educational progress and achieving a range of accreditation as they get older.

As we are unable to arrange tours of the school at present, please see our website videos to see our school in action in our [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) curriculum pathways and our [residential provision](#).

Please find attached the following forms:

- Application Form & Equality Monitoring Form - to [complete online](#)
- Mission Statement
- Copy of the Advertisement
- Job Description and Person Specification.

The closing date is **3 November 2020** and we look forward to receiving your completed forms at your earliest convenience. Interviews are expected to be held on week commencing 16 November 2020.

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and successful applicants will need an enhanced Disclosure and Barring Service check. Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

Should you require any additional information or would like to arrange an informal visit to the school please do not hesitate to contact us.

Yours sincerely
Sarah Lowndes
HR Manager



Valence School
enabling independence

Westerham Road, Westerham TN16 1QN
t: 01959 567841
e: vacancies@valence.kent.sch.uk
w: valenceschool.com

Finance Assistant

**Part Time - 20 hours per week- Term Time,
£8,393 actual gross p.a. (£18,050 FTE)**

**Flexibility to work 4 hours over 5 days or 5 hours over 4 days
Fixed Term to July 2021 - subject to review**

As a Finance Assistant you will provide general finance and payroll administrative support, to facilitate the efficient, and effective use of the schools budget. You will be required to maintain finance systems and process invoices.

You will have grade 4-9 GCSE (or equivalent) in Maths & English, and have a knowledge of finance. Experience of working in a finance role is desirable, particularly working in an environment which is financially regulated, along with previous school experience and knowledge of FMS6 and Sage.

Excellent literacy, numeracy and IT skills, applied with precision and speed, and an ability to prioritise own workloads and to work to deadlines is essential. You will also be aware of Data Protection and confidentiality issues and have excellent communication skills along with a trustworthy and flexible approach.

Valence School is a KCC Foundation residential and day Special School for children and young people with physical disabilities, complex medical needs and associated learning and communication difficulties. It is part of the Kent Special Educational Needs Trust.

For details please visit www.valenceschool.com > work for us
or contact the HR team vacancies@valence.kent.sch.uk
Closing date for applications Tuesday 3 November 2020
Interviews expecting to take place w/c 16 November 2020

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment. References will be taken up before interview and the successful applicant will require an enhanced DBS check.



Valence School Job Description: Finance Assistant

Responsible to: Finance and Business Manager

Main purpose

To provide general finance and payroll administrative support to facilitate the efficient and effective use of the school's budget.

Duties and responsibilities

- Place and process orders and invoices
- Enter income and expenditure on the finance system
- Check incoming stock deliveries and arrange for distribution and storage
- Arrange payment of invoices for stocks, including checking supplier statements.
- Monitor stocks of admin supplies and consumables, complying with the local authority guidelines to ensure best value for money.
- To maintain up-to-date computerised financial records as well as appropriate paper records.
- To provide reports to budget holders on a regular basis.
- Collate VAT returns and payments
- To ensure that all financial processes are carried out to the required standards and in accordance with Department for Education and Kent council regulations.
- To facilitate and provide information to enable the school's auditors or KCC Auditors to carry out their functions.
- To provide administrative support for the Finance and Business manager.
- To process monthly payroll.
- Comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management.
- To appropriately use the recording and reporting processes whenever appropriate.
- To maintain a flexible "can do" approach.

The list is not exhaustive and may include additional comparable tasks as agreed from time to time with line manager.



Valence School Person Specification:

Finance Assistant

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
1. Qualifications/ Experience	GCSE A-C in Maths and English. Experience of working in a finance role, particularly working in an environment which is financially regulated.	School experience and knowledge of FMS6 and Sage preferred but not essential.
2. Skills	Excellent literacy and numeracy skills. Keyboard skills applied with precision and speed. Ability to prioritise own workloads and to work to deadlines is essential.	Understand and implement safeguarding and child protection procedures.
3. Knowledge	Knowledge of a range of IT systems. Knowledge of computerised and manual filing systems Awareness of Data Protection and confidentiality issues.	Staff will be expected to have an awareness of, and work within national legislation and school policies and procedures relating to Health and safety.
4. Communication	Ability to understand information, advise and liaise with others accordingly. Ability to communicate using technology as required for the role.	
5. Personal Qualities	Self-motivated Flexible approach Reliable and trustworthy Ability to use initiative Ability to respond calmly in an emergency.	



Mission Statement

Student's views and rights are central to the ethos of Valence School.

Its mission is to provide a learning community where there is quality education, care, access and therapy in order to promote each student's intellectual, physical, social, emotional and spiritual wellbeing.

Our work is about enabling children and young people who have special physical, medical and sensory needs to develop the knowledge, skills and understanding together with the confidence, self-esteem and self-dependence necessary for them to participate in and contribute to society in the way each chooses.

The School's aims are to:

1. Meet the individual needs of each student as documented in their individual Statements of Special Educational Needs.
2. Maintain and develop in students lively enquiring minds; to promote the ability to question and argue rationally; to encourage students to apply themselves to a range of tasks and skills.
3. Provide a multidisciplinary approach to a broad, balanced and relevant curriculum that meets individual needs with full access and accreditation.
4. Raise students' self-esteem and self-confidence and create in them a sense of personal excellence enabling them to acquire knowledge and skills relevant to life in a fast-changing world.
5. Help students to develop self-knowledge, spiritual and moral awareness and understanding and respect for other people's feelings, values and beliefs.
6. Help students to understand the multicultural world in which they live as citizens and the inter-dependence of individuals, groups and nations and the rights and responsibilities of living in today's Britain.

Our Child Protection Policy can be found on our [website](#)