



Finance Assistant

Location: Tonbridge/Sevenoaks

Start Date: As soon as possible

Grade: Kent Range 5

Term Time Only, plus 1 week

20 hours per week



Weald of Kent
Grammar School

About Us
The Team
The Post
About You
The Package
The Application Process



About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 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 campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses 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. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

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

We are seeking to appoint a suitably qualified, experienced and motivated individual to take up the post of Finance Assistant. This role will support the Head of Finance, Finance Manager and Budget Holders in all aspects of financial processes.

The successful candidate will have a positive and flexible approach while managing a diverse and demanding workload and be highly motivated, enthusiastic, analytical and innovative.

This role provides the opportunity to be part of our expanding, progressive and forward thinking school, and to be part of a friendly, supportive and talented staff team, committed to providing an excellent education for every child.

The Post

Job Title: Finance Assistant

Reports to: Finance Manger

Team: Finance

Start date: As soon as possible

Grade: Kent Range 5

Hours: 20 hours per week, 40 weeks per Year

Purpose and responsibilities:

To work as part of the Finance 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 Trust 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 Academy's learning objectives

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

To contribute to the overall management and direction of the Academy'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 Trust – 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 academy - 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 academy's performance management system

To support the Head of Finance with:

- the academy's financial processes including funding and budgets so as to ensure legitimate and appropriate spending and budget management;
- ensuring the Academy is compliant with all relevant legislation as well as DfE and Ofsted statutory requirements

Specific Responsibilities

Trips:

- To assist trip leader with costing and balancing trip accounts
- To administer all trip accounts for visit leaders including cash/cheque collections, insurance claims etc
- To assist trip leaders with suitable payment plans for school trips to ensure funds in received before trip invoices are due
- To liaise with trip leader regarding foreign currency requirements, order and collect in time for teacher to collect
- To ensure timely payment of invoices for trips
- To administer refunds to parents where surplus occur on trips
- To advise trip leaders of any outstanding balance on all trips

Trust Accounts:

- To administer, promote and reconcile the Development Trust accounts including Gift Aid, Charity Commission Returns and Accounts
- To complete all appropriate bank reconciliations

Hardship and Bursary Fund:

- To administer the Hardship Fund as required
- To administer and reconcile Pupil Premium and Bursary Funds
- To administer FSM Vouchers and corresponding payments when applicable

Cash Collections:

- To work with the another member of the finance team to count any cash received into the finance office
- To be responsible for the banking of cash received as required

Sales to Students (on Parent Pay):

- To administer departmental sales to students
- To administer the ticket sales for whole school productions
- To administer charity collections
- To chase meal account debts and liaise with Catering contractors where appropriate

Sales Invoicing:

- To raise sales invoices on the finance system as directed
- To chase any aged debt after consultation with the Operations Manager

General

- To administer Parent Pay software as required
- To liaise with parents, dealing with queries as necessary
- To work closely with other Team Members to ensure continued service delivery during staff absence
- To provide assistance to the Finance Manager and Head of Finance in various tasks as delegated
- To maintain physical financial records for audit purposes
- To be a pro-active member of the team and ensure the department consistently delivers a high level of service to all stakeholders

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

About You (Person Specification)

	Essential	Desirable
Qualifications		
Good general education	✓	
Good written and numerical skills	✓	
Accountancy or book-keeping qualification		✓
Other relevant school-based experience		✓
Experience		
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		✓
Skills & Knowledge		
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	✓	
Personal Attributes		
Have a positive approach to education	✓	
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	✓	
Equal Opportunities		

A commitment to inclusive education	✓	
-------------------------------------	---	--

The Package

Salary: Kent Range 5 - £19,723 - £20,893 per annum

Actual salary for 20 hours per week, 40 weeks per year: £9,405.89 – £9,963.87 per annum

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

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

*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 Human Resources, HR@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: 31st January 2022, 9am*

Interview day: TBC

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

The Board of Trustees 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.



