

THE ST. CHRISTOPHER SCHOOL

Academy Trust - Special School

Mountdale Gardens, Leigh-on-Sea, Essex SS9 4AW

Executive Head Teacher: Mrs. J. Mullan

Head of School: Miss. L. Brown

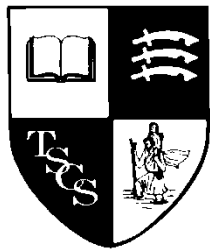
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E.Mail: office@tscs.southend.sch.uk

Web: www.thestchristopherschool.co.uk

SEN Trust Southend



FINANCE OFFICER

Full-time finance officer required as soon as possible. One year fixed term contract initially.

Local Government Scale Point 21 – 27 (£26,511 to £31,346)

Full-time – 5 days / 37 hours per week, 52 weeks per year

We are seeking to appoint a Finance Officer to work in a very busy office in this all age special school.

The ability to independently prioritise workload keeping to strict timeframes and strong IT skills are essential. Knowledge of SIMS and FMS would be an advantage alongside previous experience of working in a school environment. We offer our staff excellent CPD opportunities and support and access to the Local Government Pension Scheme.

Duties will include:

- Ensure all financial activities are carried out in accordance with the Academy Financial Regulations and the Academy trust handbook.
- To be responsible for the timely completion of monthly reports, to prepare and review monthly management accounts.
- To design and implement systems of financial control and monitor they are adhered to.
- To contribute significantly to the preparation of the annual budget.
- Monitor actual budget against expenditure.
- Prepare all documentation necessary for the annual audit.
- Review and maximise income generation.
- To support the Office Manager in the preparation and submission of statutory documents, reports and returns in a timely manner.

As a school we are committed to ensuring the welfare and safeguarding of all pupils.

All staff will be subject to an enhanced Disclosure Barring Service (DBS) check.

For an application pack contact Helen Grimwade/Karen Stevenson

Closing dates for applications: Friday 3rd December 2021

Interviews to take place: Week commencing 6th December 2021



Learning Outside the Classroom

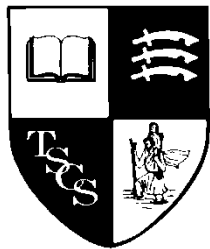


Part of SEN Trust Southend, a charity and company registered in England Number 07973980 – Limited by guarantee



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JOB DESCRIPTION

JOB TITLE: Finance Officer

HOURS OF WORK: 37 hours per week
8.00 am – 4.00 pm Monday to Thursday and 8.00 am – 3.30 pm Friday with half an hour lunch break

HOLIDAYS: As the school office is open during school closures, this is a full year post.

PURPOSE OF THE JOB: To work alongside the Office Manager to develop the operation and management of the financial function of the school.

OPERATIONAL RESPONSIBILITIES

- To assist the Office Manager with budgeting and all financial reporting.
- To process accounts payable and receivable.
- Ensure timely payment of invoices.
- Prepare BACS payment files for processing and upload to the banking system.
- To monitor income and expenditure for the school and identify any significant variations, giving notice to the office manager about any irregularities.
- Ensure timely banking takes place and is reconciled to the accounting system.
- Check invoices to be added to the asset register and update the relevant finance systems.
- Maintain accurate records of accounts ensuring effective financial controls are exercised with approved authorisation as per the financial regulations.
- Generate reports as and when required.
- Prepare the schools VAT return.
- Complete monthly bank reconciliations.
- Complete ParentPay reconciliation weekly.
- Complete monthly salary reconciliation, entering accurate data on to FMS and reconciling to the DD total. Checking and reporting any salary variations.
- Undertake accurate filing of financial records.
- Prepare monthly schedule of accruals for the preparation of monthly management accounts.
- Assist with the annual external audit and bi-annual responsible officer audits.
- Provide monthly reports to all budget holders.
- To assist all staff, parents, visitors and stakeholders with their enquiries and deal with routine telephone calls as required.
- To deal with all finance related correspondence promptly as required.
- To undertake any training commensurate to the post and attend relevant meetings as required.



Learning Outside the Classroom



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JOB AND PERSON SPECIFICATION:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs including English and Maths • High level of literacy and numeracy • Finance or Bookkeeping qualification AAT Level 2/3 	<ul style="list-style-type: none"> • Higher or further education
Knowledge and Experience	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office, particularly Excel and Word, and ability to use a range of IT packages • Understanding of Safeguarding and Child Protection Procedures • Working knowledge of schools' financial policies and procedures • Experience of education systems e.g. SIMS, FMS • Experience of working in an educational environment within a finance role 	<ul style="list-style-type: none"> • Experience of cash handling and banking
Skills and Ability	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to work to tight deadlines • Effective communication skills (verbal & written) • Ability to work individually, and as an effective team member to meet the admin team's objectives • Ability to prioritise and manage own time effectively maintaining levels of accuracy during busy times • Attention to detail and accuracy 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to high quality service delivery • Able to maintain confidentiality in all circumstances • Proactive approach to work: responsive, empathetic and supportive to stakeholders • Have a flexible approach to enable an efficient and responsive service at all times • Hard working and enthusiastic, presenting a professional manner at all times • Self-motivated • Ability to remain calm under pressure • Reliable and punctual • Possess a sense of humour 	
Working with Children	<ul style="list-style-type: none"> • To comply with safeguarding policies, procedures and code of conduct • To demonstrate a personal commitment to safeguarding and student/colleague wellbeing 	
General	<ul style="list-style-type: none"> • Demonstrate a commitment to equality • Basic understanding of health and safety • Understand and implement child protection procedures • Understand and comply with procedures and legislation relating to confidentiality and data protection • Ownership and commitment to continuous learning and development, and the ability to effectively evaluate own performance 	