



Finance Officer

**Closing date for applications – Tuesday 9th June at 12 noon**

**Required as soon as possible**

**The School**

Stretford Grammar School is a co-educational Foundation Grammar School with ambitious students who demonstrate high levels of care and consideration towards each other and the wider community. This caring and compassionate behaviour is celebrated in two Ofsted reports and frequently commented upon by visitors to the school who are struck by the courteous, purposeful and respectful atmosphere. At the heart of the school, core values of courtesy and respect, together with its diversity and excellent relationships, make Stretford Grammar School a unique place to learn.

The School’s principal aim of ‘striving for the very best for all students’ was confirmed in the school’s most recent inspection in 2019 which highlighted the ‘caring, committed and clear leadership’ of the school. In addition, the school places great value on student participation in a broad range of curricular and extra-curricular opportunities aimed at developing life skills, leadership potential and links with the wider community. In doing so, we hope that each and every one of our students has the opportunity to experience success during their time at Stretford Grammar School. Recent results place the school in the top 5% nationally for Attainment 8 and Progress 8.

Although we are a selective grammar school, our students are by no means drawn from the most affluent areas of the borough. Our IDACI score places the school towards the lower end of the deprivation index and we have over 20% of students on Pupil Premium. However, we are blessed with supportive parents and a committed Governing Body who work hard to ensure that every child has the potential to fulfil their dreams and aspirations.

We now seek a dedicated Finance Officer to join our Finance team as soon as possible.

I hope the information enclosed encourages you to apply to what is, I believe, a unique school with a special group of young people who deserve to enjoy success. Whilst the post is a challenging and demanding one, there is a strong commitment to providing a high level of support in order to ensure the successful candidate has every opportunity to contribute to a dynamic, forward thinking and creative school.

**The role**

The Finance Officer reports directly to the School Business Manager and assists the Senior Leadership Team. There are 55 teaching staff and 34 support staff.

The Full Governing Body meets 3 times a year. There are 4 sub committees – Admissions, Curriculum and Standards, Finance and Resources and Student Welfare. The Finance Officer will act as the Clerk for the Finance and Resources committee, which meets 4 times a year.

The school has an annual budget of approximately £4,000,000. The finance team consists of the Business Manager (this is a full time, full year post) and a Finance Officer (5 days per week). The school uses SIMS FMS for all aspects of financial management and is a chequebook school since April 2007. The school buys Personnel Support from Trafford Council.

The role of the Finance Officer is varied and demanding. You will be required to multi task, be flexible in your approach to the role, be organised, be strategic in your thinking and have excellent interpersonal skills.

**Job Description**

**Finance Officer**

Salary PARIS Band 4, points 12 to 17, £21,589 - £23,836 FTE

*(****t****erm-time, plus 2 additional weeks as arranged with line manager to meet the needs of the service)*

25 hours per week. 9am to 2.30pm including a 30-minute lunch break (these hours can be flexible)

Responsible to School Business Manager

**Main Responsibilities:**

1. To contribute to the effective running of the school, providing financial and administrative support under the direction and guidance of the School Business Manager, and supporting the Headteacher, Senior Leadership Team and teaching staff in their work.
2. To support the Headteacher in ensuring that best value for money is achieved from all purchases.
3. To provide effective and efficient management of school finances, including aspects of budget setting and monitoring, procurement, income receipt, invoicing and VAT processing and claims procedures.
4. To assist in the day-to-day accounting procedures and recording of all financial transactions accurately on the financial software.
5. To carry out clerking duties for the Finance & Resources sub-committee meetings (evenings), including receiving apologies, preparing papers, producing and distributing minutes.

**Specific Duties:**

1. To assist the SBM in the administration of the financial software, including departmental bidding, reprographics and goods and services.
2. To monitor expenditure against budget headings and report and variances across all cost centres to the SBM.
3. To assist in the monitoring and development of effective systems of financial accountability and control in line with the school’s financial requirements.
4. To maintain effective administration systems in order to provide an efficient support service to all budget holders in school and to offer advice to budget holders to ensure that school achieves best value at all times.
5. To assist the SBM with matters relating to accounts and audits regarding preparation and audit of annual accounts.
6. To work closely and in confidence with the SBM to ensure that the school meets statutory requirements.
7. To be responsible for implementing the following and ensuring that each task is carried out as defined in the corresponding procedures:
8. Obtaining quotes for purchases in accordance with the school’s financial procedures manual.
9. To process all orders and invoices ensuring that the school complies with the authorisation levels as prescribed within the school financial procedures manual.
10. To deal with queries relating to payments and deliveries.
11. To account for VAT and submit claims to the LA/HMRC for refunds of VAT back to the school.
12. Checking invoices and expenditure items for accuracy including amount and frequency so as to safeguard against errors.
13. To raise cheques and BACS transfers for approved payments to suppliers, ensuring that all payments are properly authorised and approved.
14. To process all petty cash requests and input transactions onto the school’s finance software.
15. To produce reports using a variety of packages as required.
16. To assist in ensuring that all Government Grants, e.g. Pupil Premium and Bursary expenditure are appropriately accounted for and individual pupils’ allocations are recorded.
17. Using the school’s management software, to accurately account for the banking of all income, including lettings, trip money and all monies raised for charity events and to liaise with staff and pupils in respect of school trip payment requirements.
18. To undertake relevant training in order to process transactions using Fundsmaster software.
19. To assist with the maintenance of systems affecting the school, e.g. Parago Asset Management, SIMS PAY, Vericool Cashless Catering and Fundsmaster
20. To assist the SBM with month end and year end procedures.
21. Investigate and resolve any creditor or debtor queries reporting any issues to the Business Manager
22. Where appropriate, and in accordance with the card use policy, purchase goods using the school’s purchasing card, entering the appropriate commitment onto FMS
23. Undertake all general administration and housekeeping for the SimsPay system and act as point of contact for all parents and staff. Deal with all queries and discrepancies
24. Assist with the cashless catering system, reporting, and dealing with the revaluation unit checking daily figures.
25. Collate overtime and incidental pay/expense related claim forms and check for accuracy. Code, pass for signature and forward to HR in line with published deadlines retaining a copy for the school for reconciliation purposes.
26. To attend relevant training courses as and when required and be aware of future developments regarding Academy status, the financial implications and accounting requirements.
27. To undertake other duties as required by the Headteacher and Senior Leadership Team commensurate with the grade of the post, including exam invigilation cover.
28. To participate in Performance Management review annually.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Qualities and Attributes***  | ***Essential***  | ***Desirable*** | ***Evidenced by***  |
|  |  **Qualifications** |
| Educated to GCSE (good grades in Maths & English)  |  |  | Application  |
| In possession or progress towards a finance qualification such as AAT or relevant experience of operating financial/accounting systems. |  |  | Application |
|  |  **Experience** |
| Some experience of budget monitoring and account reconciliation |  |  | Interview  |
| Experience of producing standard financial reports |  |  | Interview  |
| Experience of undertaking a range of clerical and administrative duties, including data input and retrieval. |  |  | Application/Interview  |
| Experience of school finance systems. |  | ✓ | Interview  |
| A good level of ICT competence  |  |  | Application/Interview  |
|  |  **Skills and Knowledge** |
| A basic knowledge of the financial workings of a school |  |  | Application  |
| Knowledge of computer systems including spreadsheets. |  |  | Application/Interview  |
| Excellent organisational, planning and prioritisation skills  |  |  | Interview  |
| Ability to show sensitivity and objectivity in dealing with confidential issues |  |  | Application/Interview |
| Strong interpersonal skills with outstanding oral and written communication skills |  |  | Application/Interview |
| Ability to work to deadlines with minimum supervision |  |  | Application/Interview |
| Display commitment to the protection and safeguarding and of children |  |  | Application/Interview |
|  |  **General/Personal Qualities and Characteristics**  |
| An effective team player who can think and work independently  |  |  | Interview  |
| A good health and attendance record  |  |  | Application  |
| Able to work under pressure, meet deadlines  |  |  | Interview  |
| Can keep calm in a crisis  |  |  | Interview  |
| Resilient |  |  | Interview |
| Flexible and willing to undertake new tasks as the role evolves |  |  | Interview |
| Reflective and proactive |  |  | Interview |