



Information for Applicants

Finance Officer

Grade F £10,720-£11,742

Fixed term 20 hours
Term Time only plus 5 days

Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: tgs.recruitment@tgs.starmat.uk

Headteacher: Mr A Parkinson

14 December 2021

Dear applicant,

Thank you for expressing an interest in applying for the post of Finance Officer.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued. Our recent entry into the STAR MAT as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience across the 4-19 year old age range.

When I first arrived at TGS there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

Our ambition for the school focuses on developing a culture where all students achieve highly whatever their background or ability. This relies on providing learning and teaching of the highest possible quality to engage, enthuse and motivate. At TGS we do not limit our definition of achievement simply to traditionally academic pursuits; we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts.

Students tell us that they enjoy their learning and achieve very highly. Achievement is consistently strong at GCSE and A level. As such, we wish to recruit someone who will contribute something really special to our team.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at www.tgs.starmat.uk. If you would like to speak with a member of the team or arrange to visit during a school day, please do not hesitate to contact us at i.webb@tgs.starmat.uk

If you chose to take your interest in the post further, I would encourage you to pay attention to the following whilst assembling your application:

- The School Vision and Values Statement
- Job description and person specification for the role of Finance Officer
- School performance data about the school available in the public domain
- The school website
- THE STAR MAT website

I hope the following information shapes your thinking and gives the guidance to help you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Finance Officer, then you should:

- Fully complete the application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses). Do not enclose additional CVs.
- Support your application with a covering letter (1 side A4 Arial 11 point, 1.15 spacing, maximum) addressing the following:

Side 1: How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Training
- Knowledge and skills

Please use *relevant and recent* examples and impact measures from your practice.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised	11 November 2022
Closing time/date for applications:	9 AM, 29 November 2022
Short listing:	30 November 2022
Invitation to interview by telephone/ Confirmation by email:	1 December 2022
Interview day:	7 December 2022

Please address all return mail to:

Mrs R Evans
HR Advisor
Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Finance Officer

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious; Resilient; Responsible; Respectful to yourself and others.</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> • aware of the needs of others in their thoughts and actions; • empowered to control their own well-being; • able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>
<p>The best support for each student</p>	<p>Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.</p>

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition and resilience	To show a desire and determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

JOB DESCRIPTION:

Finance Officer

Grade:	F8-13
Hours:	20 hours per week. Term time only plus 5 days
Responsible To:	School Business Manager
Job Purpose:	Assisting the School Business Manager in the Financial Management of the school. Supervising the Finance Administrator.

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

Staff are guided by the following **values** which underpin everything we do, every day:

Students considered first	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

MAIN RESPONSIBILITIES

Financial Services

Sage

- Supervise the procedure for authorising orders and processing invoices
- Transactional analysis for trips, resources and grant funding (including Pupil Premium funding)
- Authorising BACS payments and refunds
- Monitor all non Government funded income, i.e. catering, lettings, etc.
- Monitor and reconcile Chromebook, music, drama and any other creditor accounts.
- Enter nominals and inter account transfers
- Check and agree weekly Suggested Payment Report
- Monitor budgets and generate reports as required by the Business Manager or Trust

Parent Pay / Google

- Process and reconcile ParentPay trips and resources income
- Enter trip income and expenditure on Google sheets
- Enter Prepayments on Google sheets
- Monitor Contracts register on Google sheets

Support Services

- Liaise with Trip leaders and Main office for finance requirements of trips including trip costs, booking forms and requirements and expenditure during trip.
- Liaise with Examinations Manager for collection of resit / remark fees and potential refunds.
- Assist staff with finance queries providing training when required.
- Provide cover for finance administrators when required.
- Review sales invoices created by administrators.
- Assist STARMAT with any audit enquiries (internal and external)

Management

- Supervise the two Finance Administrators Administration of Parent Pay
- Prepare and plan for end of year accounts
- Check and reconcile funding from Oglethorpe and Dawson Educational Foundation
- Check and reconcile postage expenditure from main office
- Check catering income and expenditure and raise Purchase Orders and invoices as required
- Ensure compliance with STARMAT financial procedures and regulations

Other duties as directed and agreed

- Audit staff
- Bank cash when received and reconcile in accounts
- Advise and assist with any other financial matters concerning the school

Partnership working

Assist the School Business Manager to liaise with Students, Parents and Senior Leadership Team enquiries.

Skills Development

- Practice Continuous Professional Development.
- Attend team and staff meetings.
- Engage in the school's performance management process.

Systems and Information

- Support the manager in the provision of data and analysis ,writing reports as appropriate
- Creates effective information systems
- Keep up to date with the necessary policies, procedures, rules and regulations

Planning and organisation

- Prepare and plan for the end of year
- Prepare and plan for school resources especially end and start of academic year

Data Protection

To comply with the STARMAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Equalities

To engage in opportunities to develop an understanding of all aspects of inclusion and equal opportunities issues.

Health and Safety

To be aware of and implement health and safety responsibilities as an employee and where appropriate any specialist or managerial health and safety responsible defined in the Health and Safety policy and procedure.

To be fully aware of risk assessment processes.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

PERSON SPECIFICATION

JOB TITLE: School Finance Officer Grade F

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none">● Knowledge of finances, including producing and managing budgets● Knowledge of accounting and financial procedures● Knowledge of administrative systems and IT packages, including Microsoft Office	
Experience <ul style="list-style-type: none">● Experience of working in a finance role including experience of monitoring budgets● Experience of using databases	<ul style="list-style-type: none">● Experience of financial profiling● Experience of internal auditing● Managing financial accounts using financial systems● Experience of working with spreadsheets
Occupational Skills <ul style="list-style-type: none">● Ability to manage an organised and effective record system● Analytical & problem solving skills● Budget Management skills● ICT skills● Ability to use the keyboard with speed and accuracy● Attention to detail, neatness and accuracy● Organisational and time management skills● Ability to work as part of a team● Confidentiality● Good interpersonal skills● Ability to work without close supervision● Ability to present information in a logical, clear and concise format and communicate this effectively both verbally and in writing	
Qualifications <ul style="list-style-type: none">● Relevant Level 3 qualification to evidence good numeracy skills	<ul style="list-style-type: none">● Relevant accounting qualifications
Other Requirements <ul style="list-style-type: none">● Enhanced DBS clearance● To be committed to the school's policies and ethos● To be committed to Continual Professional Development● Willingness to attend governing body meetings in the evening, as required	