



Finance Assistant
Outwood Grange Academies Trust

Application Pack

Contents

Welcome Letter

The Role

Job Description

Person Specification

How to Apply



Welcome Letter

Dear Applicant

Thank you for taking an interest in the position of Finance Assistant working within Outwood Grange Academies Trust.

Outwood Grange Academies Trust is an education charity with a track record and national reputation of revolutionary school improvement. We are an organisation, which puts students first: we care deeply about children and our aim is to raise standards across not only our own academies but across the wider educational system and ultimately transform children's life-chances.

As you will no doubt be aware, many public sector bodies are facing a tough financial period, and no school is immune from this. However, at Outwood we have strong systems which are held in the highest regard by the Department for Education/Education Funding Agency, which enable the Finance and Operations departments to work hand-in-hand with executives to best deploy our resources and ensure the effective and efficient use of our funding. You will gain a tremendous amount of knowledge about our highly regarded systems and help shape them as we continuously look to improve.

To that end, we are seeking Finance Assistants to join our Trust Finance Team based at Outwood Grange Academy in Wakefield, working across all 31 academies within the Trust. The successful candidate must be able to demonstrate financial acumen, good organisational skills and be a confident communicator.

Whilst it would be helpful if you had knowledge of this sector and experience of Finance, it would not be a barrier to any applicant, as we will offer significant support and training to help you excel in this role. At the same time as learning a fantastic range of new skills in the Finance and Education sector, you will be given the opportunity to apply for funding to study an accountancy qualification such as CIMA.

The role will give you a great introduction to the Finance function and provide the opportunity to develop both analytical and professional skills that will be of benefit to you in your future career. You will have the opportunity to take on real responsibilities, work with senior colleagues and contribute to projects across several schools.

I look forward to hearing from you and welcome you contacting me in advance of your application should you require any further information.

Yours faithfully

Andrea Wooffindin
Assistant Finance Director

Job Description

Job Title: Finance Assistant

Reporting to: Assistant Finance Director

Grade: Scale 3 (£17,681 - £18,672)

Overall Purpose of the Post:

Providing financial administrative support to the Assistant Finance Manager and Assistant Finance Director by undertaking transactional accounting and clerical duties.

Main Duties and Responsibilities:

- Transactional accounting duties will vary depending, staffing and segregation of duties but will typically involve:
 - Carrying out all financial procedures accurately, in a timely manner and in accordance with statutory guidelines, financial regulations, Trust and departmental policies and procedures
 - Making accounting entries manually and via associated financial systems
 - Reconciling balance sheet accounts on a monthly basis
 - Maintaining sub ledgers and associated processes e.g. sales ledger and credit control
 - Cash management including the collecting, counting and banking of physical cash
- Clerical Duties will also vary but will typically include:
 - Co-ordinating the purchase of goods and supplies, ensuring that the School obtains best value for money from suppliers and contractors
 - Dealing with queries regarding supplier and budget account holders, liaising with Heads of Faculty and external suppliers
 - Organising, and booking travel for staff and students

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.



Person Specification

Job Title: Finance Assistant

Knowledge & Experience	Essential	Desirable
ICT literate, skilled at using Microsoft Excel and comfortable using other Microsoft Office applications	✓	
Able to work accurately and efficiently under pressure	✓	
Able to deal with orders, invoices and payments reconciliations.		✓
A clear understanding of the workings of academies and the financial environment they operate within.		✓
Good knowledge of computerised financial information systems, spreadsheets and databases.		✓
Qualifications		
5 GCSEs including Maths and English at grade C or above (or equivalent)	✓	
2 A Levels, including Maths at grade C or above		✓
Accountancy qualification or studying towards one		✓
Willingness to undertake professional development	✓	
Skills		
Able to communicate confidently with staff, parents and students	✓	
Able to prioritise and manage workloads	✓	
Excellent analytical skills, with great attention to detail	✓	
Able to work as part of a team and independently	✓	
Problem solving skills	✓	

How to Apply

To apply please complete the Outwood Grange Academies Trust application form available at www.outwood.com/vacancies. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: Midday on Thursday 6 September 2018

Interviews: Provisionally 14 September 2018

