



**Personal Assistant to Chief
Financial Officer**
Outwood Grange Academies Trust

Application Pack

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Welcome Letter

Dear Applicant

Thank you for taking an interest in the position of Personal 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, I am seeking a Personal Assistant support me with administrative duties, financial analysis and project work. The successful candidate must be able to demonstrate brilliant organisational skills, have an eye for detail and be analytically minded.

Whilst it would be helpful if you had knowledge of this sector, it will not be a barrier to any applicant, as we will offer significant support and training to help you excel in this role.

The role will be critical to the effectiveness of 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

Ben Waterman
Chief Financial Officer

Job Description

Job Title: Personal Assistant (PA) to the Chief Financial Officer (CFO)

Reporting to: Chief Financial Officer

Grade: Scale 5 (£21,074 - £23,111)

Overall purpose of the post:

To provide efficient and effective support to the CFO in all aspects of their role which will include administrative support, financial analysis and project work.

Main Duties and Responsibilities

- Confidential admin support for the CFO and Assistant Finance Director;
- Vetting of incoming calls for the CFO;
- Receipt, prioritisation and forwarding of the CFO's incoming communications;
- Management of the CFO's diary;
- Active management of the financial calendar to ensure all deadlines are met including:
 - Annual statutory account and audit process
 - Submissions to the Department for Education and Education and Skills Funding Agency
 - Monthly, quarterly, and annual cut off dates
- Carrying out adhoc financial analysis on behalf of the CFO;
- Coordination of the wider Finance team on behalf of the CFO
- Preparation of reports for the Board, Sub Committees and Executive Team meetings;
- Providing administrative support to meetings, including taking minutes and following up action points to ensure timely completion;
- Maintain filing systems and documentation on behalf of the CFO and wider Finance team including
 - Finance policies, procedures and associated forms
 - Record retention matrix for all financial records

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;

- Respect confidential issues linked to students and staff;
- To comply with the Trust's Child Safeguarding Procedures
- To comply with the Trust's 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.

Personal Contacts

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

Internal: Staff, students, Board and Academy Council members, parents and any other visitors to the Academy.

Person Specification

Job Title: Personal Assistant to Chief Financial Officer

Qualifications	Essential	Desirable
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	✓	
Experience		
Previous experience of working in a PA role	✓	
Previous experience of Finance	✓	
Experience of working in a school environment		✓
Skills		
Excellent communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
ICT literate and comfortable using Microsoft Office, particularly Outlook, Word, Excel and PowerPoint	✓	
Ability to prioritise and manage own workload to meet appropriate deadlines	✓	
Efficient and effective organisational skills	✓	
Understanding of school child safeguarding procedures		✓
Excellent analytical skills, with great attention to detail	✓	

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 30 August 2018

Interviews: Provisionally 7 September 2018

