



Hartford Church of England
High School
FINANCE ADMINISTRATOR
APPLICANT PACK
November 2023





Introduction

We are delighted to welcome applications for the role of Finance Administrator at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

The role of the Finance Administrator is to assist in our busy Finance department working with a superb team who support one another and are committed to ensuring the effective financial management of the school.

If you believe that you have the skills and attributes to be a Finance Administrator at Hartford Church of England High School, then we want to hear from you!

If you would like to know more about the role, speak to the Headteacher or visit the school, please contact us by email head@hartfordhigh.co.uk or telephone 01606786000.

We look forward to hearing from you and welcoming you to our school!

Rachel Pickerill
Headteacher

Further Details:

Finance Assistant AAAE5128 (Permanent Contract)

37 hours per week (8:00am – 4:00pm Mon-Thurs & 8:00am – 3:30pm Fri), 42 weeks per year (term time plus inset days plus 3 weeks to be worked in the school holidays)

Grade 4 SCP 4 – SCP6 £23,114 - £23,893 pro-rata (Actual salary payable £21,478 - £22,201)

Required to start as soon as possible

Closing Date: Monday 27th November 2023 at 9am.

Interviews: Wednesday 29th November 2023

Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk

Job Description

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Finance Administrator here at Hartford Church of England High School in accordance with the job title PA to the Headteacher AAAE5128 is:

- To manage the day-to-day administration of the lettings for the school's hireable facilities including 3G pitch and Sports hall. This includes producing invoices, ensuring payments are received via the Cheshire West and Chester ERP system. Liaising with clients to book resources and with leisure employees to ensure that facilities are staffed when bookings are in place.
- Under the line management of the Business Manager: Finance, manage the processing of financial documentation under financial regulations. Ensure new fixed assets are coded as they arrive into school and entered onto the Asset Register. Undertake spot checks of assets through the school along with other Finance Staff at various times.
- Monitor and reconcile accounts for school spending through the School Fund Account.
- Monitor delegated budget areas providing financial statements to budget holders to ensure that all spending is contained within the set limits.
- Check and process all invoices and issue cheques/BACS or ensure payment via the Cheshire West and Chester ERP payments system. Maintain detailed financial records, documentation and working papers to ensure consistent audit trails, and a sound basis for technical analysis and decision making.
- Support key members of the finance team who hold responsibility for school trips with the financial organisation of all extra curricular visits and activities.
- As part of the school's responsibility to support 'value for money' initiatives run a second-hand uniform shop. Being responsible for keeping stock records, managing donations and assisting in making uniform available for parents to purchase at various events throughout the year.



HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	FINANCE ADMINISTRATOR		AAAE5128
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BASIC JOB PURPOSE

To provide efficient and effective administrative support for the financial work of the school. To manage and administer School private Funds.

MAIN RESPONSIBILITIES

NO		
1	Administration of the lettings including invoicing, liaising with new hirers and Leisure Staff rotas.	
2	Manage the processing of financial documentation under financial regulations (including liaison with payroll, order and invoice staff.)	
3	Monitor the implementation and virement of funds with the various budgets to ensure that they are administered according to the Headteacher's and Governor's decisions.	
4	Monitor the financial systems (including monitoring all budgets, including Standards funds and providing financial statements for budget holder) to ensure that all spending is contained within the set limits	
5	Check and process all invoices and issue cheques or ensure payment via the CWAC ERP payments system. Maintain detailed financial records, documentation and working papers in order to ensure consistent audit trails, and a sound basis for technical analysis and decision making.	
6	Provide advice on school insurance (including school trips) to staff/governors to ensure that policies and regulations are complied with.	
7	Research and advise on value for money issues to optimise value and achieve Best value for the school.	
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.		

Person Specification

Finance Administrator AAAE5128

Prepared by : S Morris / J Walton

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> 5 GCSEs/O'Levels at Grades C or above (or 4 and above) including English and Maths Understanding of basic accounting principles 	<ul style="list-style-type: none"> A' levels, their equivalent or higher Qualifications relating to accountancy or financial acumen 	Application Form
Experience	<ul style="list-style-type: none"> Experience of working in a financial environment. Experienced user of ICT Working knowledge of MS Excel and Word. 	<ul style="list-style-type: none"> Knowledge of ERP accounting system. Working knowledge of MIS systems. Previous experience of working within a school. 	Application Form Interview
Job Related Knowledge	<ul style="list-style-type: none"> Data Entry Spreadsheet reconciliation 	<ul style="list-style-type: none"> Knowledge of Cheshire West and Chester financial procedures Knowledge of school, financial cycle and academic cycle Knowledge of school governance procedures. 	Application Form Interview
Skills and Aptitudes	<ul style="list-style-type: none"> Numerate Team worker Organised and methodical Good communications (Written and Oral) Ability to prioritise and multi-task Flexible approach to work Negotiation skills Commitment to school improvement Good under pressure with excellent attendance Full of initiative Drive and enthusiasm Sensitivity and diplomacy Sense of humour 		Application Form Interview