



Hartford Church of England
High School
FINANCE ADMINISTRATOR
APPLICANT PACK
July 2024





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.

We have spent the last year creating a new team across our Associate Staff body. The departments of administration, data, exams and finance work in close collaboration to ensure the smooth running of our school. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school.

The role of the Finance Administrator is to work within our busy Finance department, ensuring the effective financial management of the school. The talented finance team support one another and are committed to the highest of outcomes for themselves, the students, the staff and the wider community.

Our HART values of Happy, Achieving, Ready, Together, based on a Christian foundation of Love (caritas) and Truth (veritas), epitomise what we expect from all our students and staff, but equally what we want to provide for them. In terms of staff, we want our staff to be happy, achieving greatness together, being prepared to support one another and ready for whatever the future holds, whilst importantly, working effectively together. All of this being based on core values of caring for one another, honesty and humility.

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! This role would suit anyone with an interest in financial management or effective administration of finances. It is also an ideal first role for anyone interested in pursuing a career in the financial sector or within an education setting.

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 AAAE5212 (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 5 SCP 6 - SCP 11 £23,893 - £25,979 pro-rata (Actual salary payable £22,201 - £24,140 per annum)

Closing Date: 9:00am on Monday 15th July 2024

Interviews: Wednesday 17th July 2024.

Start Date: 1st September 2024

Applications are 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 Finance Administrator AAAE5212 is to:

- (1) Lead procurement for the whole school, liaising with departments, ensuring best value for all items and using Cheshire West and Chester Council's ERP system to raise purchase orders, reconciling supplier accounts.
- (2) Check and process all invoices, ensuring payment via the Cheshire West and Chester ERP payments system.
- (3) Monitor delegated budget areas providing financial statements to budget holders to ensure that all spending is contained within the set limits, according to schemes of delegation.
- (4) Maintain detailed financial records, documentation and working papers to ensure consistent audit trails, and a sound basis for technical analysis and decision making. Under the line management of the Business Manager: Finance, manage the processing of financial documentation under financial regulations.
- (5) Monitor and reconcile accounts for school spending through the School Fund Account and raise payments via BACS. Support key members of the finance team with the financial organisation of all extra-curricular visits and activities.
- (6) Ensure new fixed assets are coded as they arrive into school and are entered onto the Asset Register. Alongside other Finance department colleagues, undertake spot checks of assets held within the school at specified times within the year.
- (7) 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. Work alongside the reception team to provide and outlet for students to purchase calculators, revision guides and other resources.
- (8) Work as part of the associate staff team, providing support for the administrative running of the school and management of resources, alongside colleagues across the finance, exams, admin and data teams.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its

behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.



HARTFORD CHURCH OF ENGLAND HIGH SCHOOL JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Finance Administrator IBS Secondary School	JOB REF NO	AAAE5212
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BASIC JOB PURPOSE

To provide a general clerical support and to operate the School's financial systems including budget monitoring and preparation of budget information for Head Teacher and Governors.

NO	MAIN RESPONSIBILITIES	%
1.	Monitor and review school budget headings and advise the Business Manager and Finance Manager on the budgetary position to ensure over and under spending areas are identified to enable corrective action to be taken.	25%
2.	Process and raise invoices and orders for equipment and consumables to ensure that bills are paid accurately and promptly and up-to-date records are maintained.	15%
3.	Develop and maintain administrative and clerical systems relating to financial and budgetary records and service contracts to ensure the provision of effective administrative services.	20%
4.	Prepare reports on financial matters for the Business Manager and Finance Manager and attend meetings to give advice to facilitate the decision making process.	5%
5.	Maintain and bank various school accounts (including the School Fund and dinner monies) to ensure that all monies are accounted for.	5%
6.	Administer the Imprest Account and reconcile bank statements and cheque book records in accordance with financial regulations to ensure an efficient petty cash system.	5%
7.	Manage the school's retail outlet, selling school uniform and sundries - the postholder will determine customer requirements, undertake regular stock takes and be responsible for the monies taken.	20%
8.	Provide general clerical support for the school, including word processing, photocopying, filing, collation of information, distribution of mail, diary organisation, to ensure efficient and timely information.	5%
Notwithstanding the detail in this job description, in accordance with the School's/Council'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.	
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Person Specification

Finance Administrator AAAE5212

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"> • Ability to enter data into systems accurately • Ability to reconcile a spreadsheet 	<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 • Excellent team-player • Well organised and methodical • Excellent communication skills, both written and spoken • Ability to prioritise and multi-task • Flexible approach to work • Excellent negotiation skills • Strong commitment to school improvement • Excellent under pressure • Excellent track record of attendance • Full of initiative • Drive and enthusiasm • Sensitivity and diplomacy • Sense of humour 		Application Form Interview