



Kenton Schools Academy Trust

Appointment of Senior Finance Officer

37 hours, all year round

Grade N7: £29,577 to £32,910 pa,

Permanent, Pay award pending,

Open to job share/part-time



Introduction from the Chief Executive Officer

Dear Applicant

Thank you for your interest in the role of Senior Finance Officer for Kenton Schools Academy Trust. Further details, including a detailed job description and person specification, are enclosed within this pack for your information.

Kenton Schools Academy Trust was established in 2014 and comprises of two academies supported by our central services team. Kenton School, our largest academy has around 1800 students including a successful sixth form provision. With around 400 students expected to rise to around 500 over the next 5 years, Studio West school focusses on delivering a studio school type approach.

We are seeking an experienced Senior Finance Officer to join our busy team in this post providing support raising invoices, processing payments and responding to queries from our Trust, schools and suppliers; and supporting the Director of Finance

We are seeking candidates with either experience working in a financial or administration role combined with excellent numeracy and literacy skills (evidence by a minimum of GCSE A*C (4-9) in Mathematics and English, or those with a relevant finance qualification, such as AAT, seeking to progress their career in finance.

Candidates must possess effective communication skills and the ability to process and analyse figures accurately and to tight deadlines, excellent interpersonal and ICT skills, including use of Microsoft Excel.

In return we offer you the opportunity to join our supportive, professional central services team, in a role that offers fantastic opportunities for training and further development.

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete and return your application form by post or by email to hr@kenton.newcastle.sch.uk no later than 12.00 Noon on Monday 2 August 2021.

We look forward to receiving your application.

Yours sincerely



Ian Lane
Chief Executive Officer

Senior Finance Officer

Job Description

GRADE: N7

Responsible to: Director of Finance

Responsible For: Finance Assistant
Finance Apprentice

Job Purpose: To ensure effective financial administration and services to support all academies within the Trust.

Main Responsibilities:

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To oversee and supervise the Finance Assistant and Apprentice, this includes the performance management of staff in line with Trust policies, and helping lead, manage and motivate staff to deliver an efficient and effective service in line with the Trusts aims.
2. To assist and supervise staff members to deliver the monthly reconciliations and VAT claims to a high quality standard in an accurate and timely manner at all times.
3. To supervise tasks undertaken by the Finance Assistant and Apprentice to ensure the efficient operation of the creditor (accounts payable) system, including:
 - a. To liaise with academies;
 - b. To maintain supplier account records;
 - c. To raise Purchase Orders and other procurement related documents;
 - d. To receive, register and distribute invoices and credit notes from suppliers;
 - e. To receive, validate and process approved invoices, credit notes and sundry payments requisitions, ensuring they have been correctly coded and update the supplier accounts accordingly;
 - f. To reconcile supplier accounts to supplier statements, ensuring all discrepancies are accounted for.
 - g. To process monthly direct debits
4. To prepare and review payments reports and raise BACS files for supplier payments.
5. To oversee the administration of the online ordering system.
6. To supervise tasks to ensure the efficient operation of the debtor (accounts receivable) system, including:
 - a. To liaise with academies;
 - b. To maintain debtor account records;

- c. To generate and distribute invoices and credit notes;
 - d. To update the debtor accounts for cash received.
 - e. To undertake a review of the monthly debtors report and undertake debt recovery action where required.
7. To support the Finance Assistant and Apprentice on complex or disputed creditor and debtor queries or disputes.
 8. To supervise and undertake as necessary tasks to ensure the efficient processing of cash receipting and reconciliations.
 9. To oversee and supervise the management and operation of SIMSPay.
 10. To oversee and supervise the supervision of the Trust charge cards.
 11. To undertake the reconciliation of control accounts, prepare and post journals.
 12. To prepare the VAT return to the HMRC on a monthly basis.
 13. To produce and distribute accurate budget holders reports on a monthly basis.
 14. To ensure all income is recorded correctly and in a timely fashion in the accounting system.
 15. To undertake a review of the monthly payroll report, identifying variances / queries to discuss with the Trust HR Manager and Director of Finance. Preparation and posting of the monthly payroll journal.
 16. To perform month end and year end tasks as directed by the Director of Finance.
 17. To assist the Director of Finance with the preparation and management of the internal assurance programme and external audit.
 18. To assist with procurements where required in accordance with the Trust's financial regulations and ensuring value for money.
 19. To maintain a professional relationship with external agencies, key partners and customers.
 20. To carry out any other financial administration duties as may be deemed necessary by the ESFA.
 21. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
 22. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
 23. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
 24. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.

Senior Finance Officer

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Evidence of effective literacy and numeracy skills, e.g. GCSE A*-C (4-9) in Mathematics and English or equivalent or be able to offer evidence of commensurate experience.
2	Working towards or hold Level 4 AAT or be able to offer evidence of commensurate work experience.
3	Evidence of continuous professional development.
4	Experience of using an accounts package for general book-keeping, including producing accounts and management reports.
5	Experience of producing financial reports, budgets and other financial information.
6	Ability to process and analyse information and produce reports with accuracy.
7	Proven experience in a financial or administration role.
8	Excellent ICT skills, including use of Word, Excel and Email, and the ability to present work to a high standard.
9	Ability to input data and maintain computerised and manual financial systems.
10	A high level of accuracy and attention to detail.
11	Excellent communication skills both verbally and in writing.
12	Excellent organisational skills including the ability to prioritise tasks and use own initiative.
13	Adaptable and flexible approach.
14	Ability to work effectively as team member.
15	Experience of creditor / debtor payments and resolving payment disputes.

Desirable

15	A basic knowledge of the financial workings of a school/trust.
16	Experience of SAGE200 or other accounting software.
17	Experience of payroll, HMRC and other relevant agencies to ensure relevant payments and tax contributions are being made correctly.
18	Understanding of education funding, policy, regulation and compliance requirements.
19	Experience of playing a role in both internal and external audits.
20	Experience of supervising and developing staff including participation in effective performance reviews and continuous service reviews.

Part B: Assessment Stage

The above criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Ability to maintain confidentiality, as appropriate.
2	Proactive with a flexible approach to work.
3	Effective oral communication and interpersonal skills with the ability to communicate with all stakeholders professionally and effectively.
4	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">• motivation to work with children and young people▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ emotional resilience in working with challenging behaviours• understanding of behaviour management strategies.
5	No disclosure about criminal convictions or safeguarding concerns that makes applicant unsuitable for this post.

The following methods of assessment will be used:

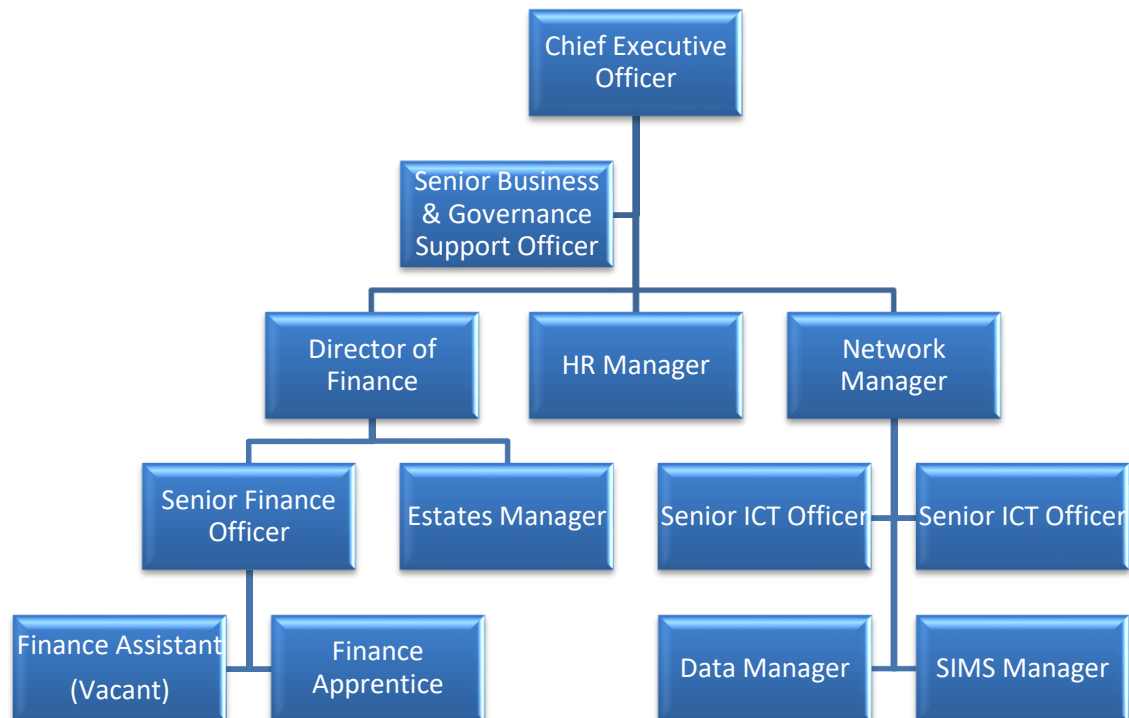
- Interview
- Task

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service including Children's Barred List Check
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	A minimum of two references from current and previous employers (or education establishment if applicant not in employment)
5	Proof of qualifications as outlined on application form

Kenton Schools Academy Trust Central Services Team Structure Chart



Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to this post are the National Joint Council for Local Government Services Conditions of Service (known as 'the Green Book') as amended/supplemented by local decisions made by Kenton School Academy Trust.

Salary

The grade of the post is N7, equivalent to local government pay spine points 25 -29, with current corresponding full time salary of £29,577 to £32,910 pa, pay award pending. Progression through the grade is by annual increments on 1 April each year. Where 1 April falls within the six month probationary period, the increment is delayed and paid the month following successful completion of the probationary period.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8 am to 4 pm and Fridays 8 am to 3.30 pm with a 30 minute unpaid lunch break each day.

The post is open to job share applicants, requests for part-time.

Annual Leave Entitlement

The annual leave entitlement for the post is 24 days plus 8 public holidays rising to 28 days plus 8 public holidays on completion of 5 years' or more continuous Trust or local government service.

Status/Probationary Period

This is a permanent post. New entrants to the Academy Trust are subject to a six month probationary period.

Safeguarding

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people across all our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff across the Trust.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

Staff will be automatically enrolled in the Local Government Pension Scheme on appointment. Further information can be found at www.twpf.info. There are options to opt out for staff who do not wish to participate in the scheme.

How to Apply

If you feel you have the experience, skills and attributes to succeed as part of our team, please download an application form from our website www.kenton.newcastle.sch.uk and return it to human.resources@kenton.newcastle.sch.uk or, complete the online form via www.tes.com/jobs/ selecting 'Quick Apply'. Application forms can also be returned via post to:

Human Resources
Kenton Schools Academy Trust
Drayton Road
Newcastle upon Tyne
NE3 3RU

Selection Processes and Covid-19

The selection process will take place on-site as far as possible. Candidates invited to interview will be forwarded a copy of the risk assessment outlining health and safety precautions that will be in place. Candidates who have increased susceptibility to adverse effects of Covid-19 will be asked to contact us in order that individual risk assessments can be conducted. Alternative arrangements will be considered for candidates who fall within the 'Clinically Extremely Vulnerable' groups.

Closing date: 12.00 Noon on 2 August 2021