



**ROYAL
WOOTTON
BASSETT**
ACADEMY TRUST

Application Pack

Finance Officer

based at our Wellington Academy site

Required ASAP

Scale F Point 9-11 | £20,903-22,183

37 hrs per week - Full Time

Deadline: Wednesday 1st December
2021

Dear Applicant

Thank you for your interest in working for the Royal Wootton Bassett Academy Trust. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built on the premise of Excellence in Education. Throughout RWBAT each Academy and its staff seek to strengthen each other, sharing good practice and building capacity. Within RWBAT we strive to maximise the potential of each employee within our community and are absolutely committed to continuous improvement practices across the Trust. We value developing the whole person equally to the achievement of academic success for all our students.

We are looking to appoint a Finance Officer based at The Wellington Academy to provide a full range of finance support for schools within the RWBAT working within clear guidelines set by the Trust and legislative requirements. You will be undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts, dealing with supplier issues, arranging BACS runs

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment. If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

I look forward to reading your applications.

Yours sincerely
Esther Newman
Director of HR



Job Description

Reports to: Finance Manager

Job Purpose:

To undertake specific finance support to ensure the efficient and effective use of the schools budget.

Key accountabilities:

- Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts, dealing with supplier issues, arranging BACS runs etc.
- To gain a detailed understanding of the finance software to deliver the following; processing of purchase requisitions and the raising of Purchase Orders and Invoices.
- Monitor monthly budgets and highlights any variances to Finance Manager
- Take a proactive role in managing debts and debtors, ensuring timely payment and liaising with debtors.
- Co-ordinates and produces a range of financial data for the Finance Manager
- Receive and record monies from pupils and parents/ carers
- Managing school trips on ParentPay or equivalent system including trip set up, reporting to teachers, refunds and parent queries.
- Responsible for the financial reconciliation of financial systems used in school e.g. ParentPay, petty cash and purchase ledger account.
- Manage school lettings
- To support the Finance Manager to undertake a number of monthly accounting activities to include, but not exclusively; month end closes, posting accruals & prepayments, maintain an asset register and post depreciation and production of control account reconciliation.
- Resolves financial queries e.g. over order processing
- Work subject to broad instructions and decisions made from a range of well-established options e.g. supplier issues. Serious issues such as significant budget variances are referred to Finance Manager.

RWBAT Behaviours

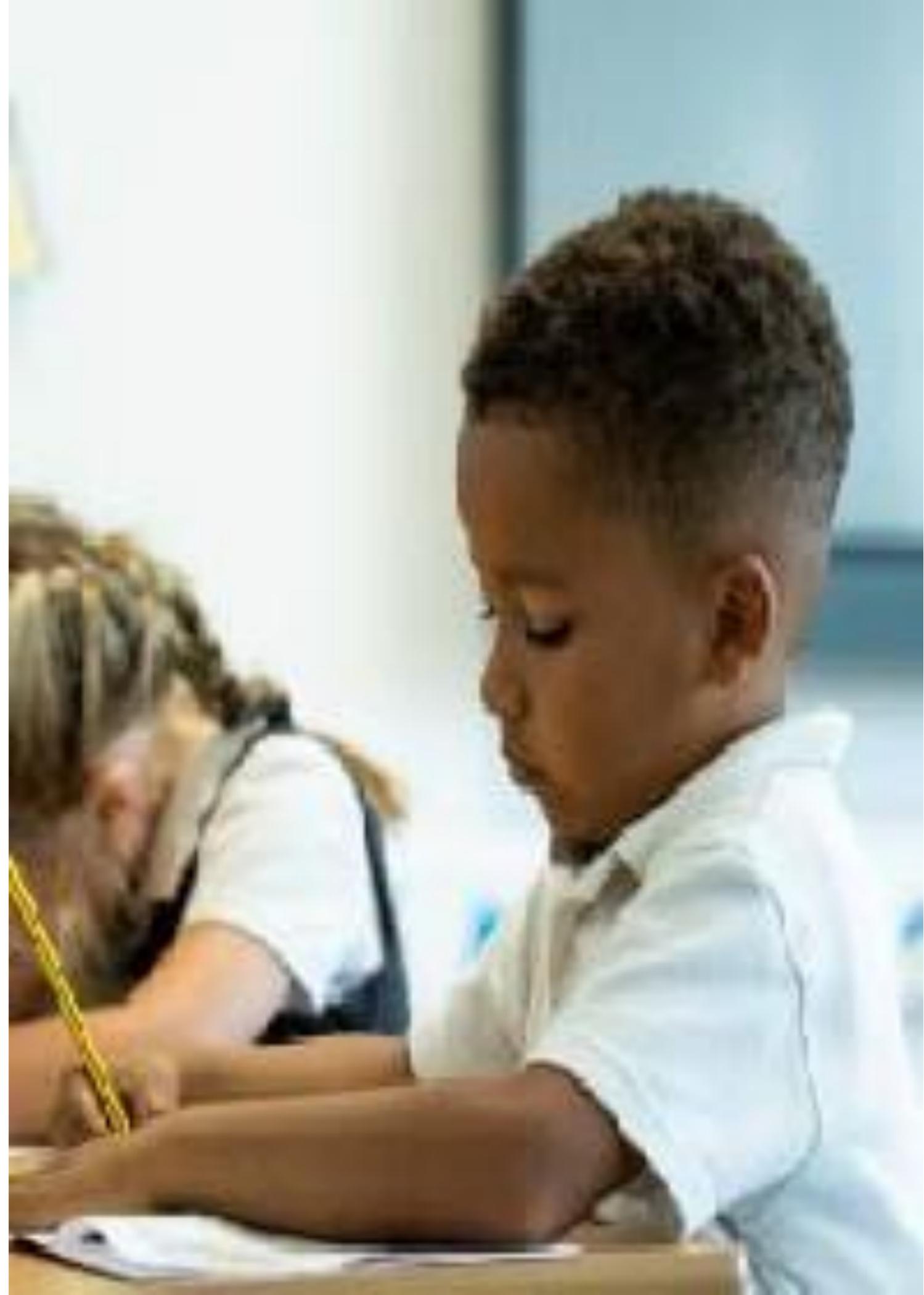
To deliver 'Excellence in Education' through our key values as follows:

Compassion: To understand and recognise the needs of the members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

Respect: For the traditions, knowledge and experiences gained over many years in Academies through developing and supporting both staff as they progress through their careers and pupils as they leave school.

Ambition: For the community for the future, it's economic development, it's safety, it's ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Person Specification

Criteria which will be measured at application and at any subsequent interview

Qualifications

- 5 GCSE's including Maths or English or equivalent
- Good general knowledge
- AAT level 3 or equivalent experience

Personal qualities:

- Always maintain confidentiality
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included
- The capacity to remain calm and to cope with the unexpected
- Excellent time keeping and attention to detail
- Committed and enthusiastic
- Confident, positive and flexible attitude
- Positive mindset
- Willingness to learn and to deliver excellent service

Essential skills & knowledge::

- RWBAT Safeguarding and GDPR training (willingness to complete)
- Extensive working knowledge of all areas of Microsoft Office
- To work without supervision and within strict timescales
- Excellent time management and organizational skills General experience of working in a finance role
- Working at or towards national occupational standards for accountancy and finance and knowledge/ skills equivalent to current national qualifications Level 3
- Extensive working knowledge of all areas of Microsoft Office
- To work without supervision and within strict timescales
- Excellent time management and organizational skills

Desirable experience:

- Previous experience working in a school environment



How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: Wednesday 1st December 2021

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews: TBC

Completed application forms should then be returned marked confidential to the following address:
hr@rwbatrust.org.uk

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form. CVs will not be accepted.

Royal Wootton Bassett Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

Useful information

Royal Wootton Bassett Academy Trust website: [Click here](#)

