



“Empowering Everyone to Achieve”



Candidate Information Pack 2021

Finance Assistant and Bursar

“Empowering Everyone to Achieve”



Dear Applicant,

Cramlington Village Primary School is seeking a competent Finance Assistant and Bursar to join our happy, committed, professional team in Cramlington, South East Northumberland. The appointment is to start as soon as possible and has the added financial benefits of a public sector pension.

What we are looking for

The ideal candidate will hold a recognised accounting qualification and they will be used to processing data that contributes to the monthly management accounts, and keeping relevant journals and accurate records. Adept at using typical accounting software, the finance assistant will also be responsible for responding to financial compliance checks that the Education and Skills Funding Agency (ESFA) request from schools. We are looking for someone who takes great pride in completing accurate records to a high standard, and who understands the importance of retaining strong accounts to facilitate the key purpose of the school. There will be some need to complete additional returns to the DFE with support from the administrative team in the school.

What we can offer

As a school team we can offer you a happy, aspirational working environment with well managed funding that supports positive educational outcomes for our children. Our recent staff survey (Dec 20) states that 100% of our staff team are happy or somewhat happy to come to work everyday. This is backed up by excellent staff attendance throughout the school.

We have a well resourced school, with strong systems and the opportunity to influence those systems as we constantly tweak and refine what we have to make it the best it can be. The school is committed first and foremost to our children and this thread runs through it. Our children are enthusiastic, caring and they love learning. We self graded 'behaviour' as outstanding recently as part of our self evaluation using Ofsted criteria.

We are passionate about mutual respectful relationships between everyone in our school. We offer a strong emphasis on teaching basic literacy and numeracy skills in an authentically accessible way, that is interactive and fun. The support staff team is an experienced, happy team who work well together and who have a passion for our school to offer the best it can for the children. This passion is mirrored by all CVPS staff - as we truly all subscribe to "empower everyone to achieve".

We are looking for a strong finance assistant with vision for the role, and flexibility in approach who will contribute to processing data for the finances in our school, providing best value to the children and strong support for educational programmes so we can maximise their impact on pupil outcomes.

Cramlington Village Primary is a one form entry school, with a 26 place nursery. The school delivers a strong focus on developing emotional well being and a holistic way of addressing our varied pupil needs. We also have access to some strong specialist subject support and a dedicated outdoor learning specialist within the staff team.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, part of which requires clearance through the Disclosure and Barring Service (DBS). You can find out more about our school and its distinctive ethos on our website: villageprimary.org

I look forward to receiving your application.

Debbie Wylie

Principal

"Empowering Everyone to Achieve"

Job Description

Main Responsibilities

- Assist the school accountant to maintain a comprehensive financial management system to manage and report upon the school's financial position
- Organise and process a weekly supplier payment run
- Maintain the cash spreadsheet, ensuring timely entry of transactions and weekly reconciliations
- Maintain the purchase ledger
- Maintain the sales ledger and credit control duties
- Maintain the general ledger
- Maintain the fixed asset records
- Maintain and control the school's procurement (including debit and credit card transactions)
- Assist, where necessary, in the production of purchase orders and invoices
- Assist with the preparation of month end journals including accruals and prepayments
- Assist with the preparation of monthly management accounts
- Resolve any queries from parents in relation to dinner money payments, trip payments or free school meal entitlements
- Support and have sufficient understanding of the work of other members of the team, including payroll, pension and procurement processes to ensure an effective and seamless service in place at all times.
- If required, provide administrative support to the school to cover staff absences and contribute towards the planning, development and organisation of the finance service

Performance management

- Take part in regular performance management in line with the revised Performance Management Regulations
- Keep up-to-date with current education financial thinking/best practice through self directed reading, courses and in-service training identified by the school or as an outcome of performance management
- Act upon feedback and advice and be open to coaching and mentoring
- Take part fully in the corporate life of the school
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Organisation

- Enacting Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- Operating within the school's Equalities statements
- Commitment and contribution to improving standards for pupils as appropriate
- Working within agreed school initiatives to promote improvement
- Contributing to the maintenance of a caring and stimulating environment for pupils
- Ensuring that child protection and safeguarding procedures are prioritised at all times
- Safeguard all children by following CVPS policies and procedures

General

The Finance Assistant will take on specific tasks related to the day to day financial administration and organisation of the school as requested by the Principal; take on any additional responsibilities that might from time to time be determined; and engage with appropriate training opportunities to promote professional effectiveness in this role.

Whilst every effort has been made to explain the main duties and responsibilities to the post, each individual task undertaken may not be identified and all staff will be expected to undertake additional reasonable tasks as directed by the Principal or Vice Principal.

Person Specification

Area	Essential	Desirable	Assessment
Knowledge and Qualifications	<ul style="list-style-type: none"> Recognised accounting qualification or its equivalent (AAT Level 3 as a minimum) At least 5 GCSE's at grades 9 - 5 or equivalent Level 2 qualification, including Maths and English with a grade 5 pass as a minimum 		Certificates at selection event or interview
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development 		Application form Selection event
Experience	<ul style="list-style-type: none"> Experience of working as part of a team in an office or finance environment 	<ul style="list-style-type: none"> Experience of school or academy finance Experience of payroll administration Experience of pension administration 	Application form Selection event
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of Sage or similar accounting package Computer literate Accurate data input skills and attention to detail Use of initiative and ability to resolve problems and independently find solutions Excellent organisation, administrative and time management skills Excellent verbal and written communication skills with the ability to communicate effectively with colleagues and external organisations Ability to independently create monthly management accounts and all that goes into them 	<ul style="list-style-type: none"> Knowledge of school or academy finances Knowledge of the Academies Financial Handbook 2020 Knowledge of Parent Pay Knowledge of procurement good practice 	Application form Selection event
Personal Qualities	<ul style="list-style-type: none"> Ability to work under pressure and meet deadlines without supervision Able to work alone or as part of a team 		Application form Selection event

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