



Hillcrest School & Sixth Form Centre

Job Application Pack

Finance Assistant

*Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack along with the information on our school website useful.

Hillcrest School is an all-girls 11 to 16 school with a mixed sixth form located on a green field site in Edgbaston constituency on the south west edge of Birmingham. Our students come from a range of backgrounds from across Birmingham and surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013 and following a short inspection in July 2017 and again in September 2022 retained our 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our full next inspection.



At Hillcrest, we provide each student with the opportunity to achieve their full potential in both academic and social terms. We combine the best of traditional values with the very latest in teaching methods and extracurricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified team of teaching staff, and support staff who are committed to delivering quality administration and support services to our school.

If you want to provide outstanding support for our staff and students within a forward thinking, hard-working school community, we would like to hear from you.

Thank you for your interest in our School and I would like to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher



Hillcrest School & Sixth Form Centre

Finance Assistant

Permanent/Part-time position

To start January 2024

30 hours per week, **Term Time Only + 1 week**

Salary: Grade 2 (Full time £22,737 rising to £24,702)

(Actual Part-time starting salary is approx. £16,773 rising to £18,277)

We are looking for someone to join our admin team who will enjoy working in a friendly school where being part of a team is essential. The successful candidate will:-

- Have previous experience in finance administration.
- Be a highly organised and motivated person who has excellent communication skills.
- Excellent IT skills including excel and databases.
- Be familiar with finance accounting systems.
- Have a professional and friendly approach.
- Able to work with children and young people.



Closing date for applications: Thursday 14th December 2023 at 12:00pm

Interviews to be held on: Monday 18th December 2023

Visits to the school are welcome: Please contact the school on 0121 464 3172 to arrange a visit and meet our team.

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.





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Job Description – Finance Assistant

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Finance Assistant
Department / Location:	Support Staff
Accountable to:	Finance Manager
Salary Grade / Range:	2
Job Purpose	
To assist with accurate, efficient and effective support to the Strategic Business Manager and Finance Manager for the development and operation of the finance function of the school	
Work Performed	
<u>Finance</u> <ul style="list-style-type: none">• To be responsible for the efficient and secure administration of the school finances on a daily basis.• To create and maintain supplier records in school finance system.• To raise all non-web orders for purchases and payments of work.• To import web orders on a daily basis, emailing the purchase order to the supplier and Budget holder/Technician.• To receive signed delivery notes/invoices and match them to the order.• To liaise with Budget Holders, regarding any outstanding approvals on the web finance which is delaying payment to the supplier/contractor.• To process invoices, credit notes and make payment within the suppliers terms and conditions• To scan all invoices/credit notes and file paperwork with the BACS report.• To maintain effective financial administration systems in order to provide an efficient support service to all budget holders.• To reconcile the main school account to the bank statements on a monthly basis.• Annually receive bursary applications and process bursary claims forms when received following authorisation procedures.• To enter the Bursary payments on the spreadsheet, notifying the Head of Sixth Form of any queries regarding payment.• To process BACS payments every week, matching all paperwork to the batch reference ready for approval.• To maintain the pupil premium spreadsheet recording approved bids and amounts spent.• To monitor school meal debt management, running reports, following up debts owed following the debt policy.• Contact parents / carers via ParentMail and phone to follow up finance queries.• To set up school trips on the schools cash office system• To receipt cash/cheques received from students, parents / carers.• To run trip reports for the trip organiser and notify them of any queries that may arise regarding the trip.• To run reports and reconcile online payments received for the trip.	

- To run reports and journal charges to departments for stationery, printing and photocopying.
- To record expenditure cash book payments onto finance system as required.
- To ensure the safe receipt and handling of cash and the reconciliation of transactions.
- To ensure all cash is securely locked in the school safe until banked.
- To audit school trips income and expenditure once the trip is complete, notifying the Finance Manager of any anomalies and to ensure no loss is made to the school.
- To liaise promptly and effectively with suppliers, budget holders, students, parents / carers and staff, contractors and the bank, establishing and maintaining good relationships and attending to queries as required.
- Processing payments via school business charge card, keeping records of all transactions and receipts for audit.
- To ensure the office is kept tidy and confidentiality is maintained.
- To contribute to the evaluation and development of financial systems and procedures.
- To process, input and extract data held on the school finance system.
- To assist with the end of year preparations and procedures.
- To produce statistical data and spreadsheets returns as required
- Ensure compliance with financial management in school.
- Ensure paperwork retention periods are adhered to.
- Responsible for ensuring the schools guidelines are followed in relation to Financial Regulations, Personnel Policies and the School Handbook.

Whole School Administration

- Provide general office administration cover and support the day to day running of the school as a team.
- General word processing, photocopying, scanning, filing etc.
- To provide cover for main reception and student reception on a rota basis.
- To provide exam invigilation during exam time on a rota basis.

Other

- To be responsible for weekly submission of own timesheet.
- To attend and participate in meetings, parents evening and school events as required.
- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote all school policies.
- To deal with all telephone and personal enquiries (internally and externally) efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents / carers and external contacts.

Responsibilities

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

Staffing

- No direct reports or staffing responsibility

Financial

- Responsibility to report to the Headteacher or Chair of Governors any financial risks identified e.g cash not secured, potential theft or impropriety.'



Hillcrest School & Sixth Form Centre

PERSON SPECIFICATION Finance Assistant

Job title:	Finance Assistant
Department / Location:	Support Staff
Accountable to:	Finance Manager
Salary Grade / Range:	Grade 2
	Essential Criteria
Experience	<ul style="list-style-type: none"> • Experience of working in a financial environment • Experience of working in an admin office/reception • Excellent IT skills including excel, databases and finance accounting system. • Experience of cash handling
Skills and Abilities	<ul style="list-style-type: none"> • Good accounting and record keeping skills • Ability to meet strict deadlines • Ability to accurately input data and have excellent attention to detail • Ability to communicate effectively both verbally and in writing • Ability to work with autonomy and to act on own initiative but also work constructively as part of a team. • Ability to liaise positively with staff, students and parents / carers and be customer focussed with a friendly and professional manner. • Ability to be flexible and positive, demonstrating a “can-do” attitude. • Excellent organisational and time management skills • Excellent accuracy and attention to detail
Education and Qualifications	<ul style="list-style-type: none"> • Financial qualification (desirable) • 5 GCSE's A* - C including Maths and English
Knowledge	<ul style="list-style-type: none"> • Knowledge of financial accounting procedures and regulations • A good practical knowledge of financial management control systems
Other Requirements	<ul style="list-style-type: none"> • Must be able to work flexibly and within contracted hours • Attendance at meetings, INSET, parent's evenings and school events as required.

How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities.

For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: recruitment@hillcrest.bham.sch.uk.

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Ms J A Davies, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.