



St. Augustine's Catholic Primary School

Head of School: Rachel Swindell Assistant Head: Amy Casey

Chair of Governors: Joseph Zammit

We try to follow Jesus by loving each other and caring for God's world.



Job Vacancy: FINANCE OFFICER ~ Part Time

Required from Monday 24th February, or as soon as possible following this date.

Organisation: St Augustine's Catholic Primary School

Place of work: Old Costessey, Norwich

Salary details: £25,583 to £27,269 pro rata (Scale E, Points 7-11) dependant on experience

Job term: Part time – 30 hours a week, term time plus 2 weeks.

Appointment: Permanent

Closing Date: Monday 6th January 2025 at 12pm midday

Interview Date: Week beginning Monday 13th January 2025

Start Date: Monday 24th February 2025, or as soon as possible

We are looking to appoint a committed, talented and enthusiastic Finance Officer for our school to start in February 2025. The role will include duties from the list below, as well as, the flexibility and willingness to work as part of our office team and wider Trust finance department.

St. Augustine's is a Catholic Primary school with Academy status. We are part of the St John the Baptist Catholic MAT, and therefore benefit from having both an EEF Research School and a DfE Teaching School Hub. The school and Trust are committed to the Catholic ethos and supporting professional development.

You are warmly invited to visit the school or telephone the Head Teacher, who will be pleased to discuss the post in more detail. Some of the main duties and responsibilities will include:

- Processing orders
- Invoicing
- Budget setting
- Bank Reconciliation
- Management Accounts Variance Analysis
- Recording absences
- Updating Single Central Register
- HR Filing
- Working closely with Central MAT staffs

A detailed job description can be found below this advert information.

For further details including an application form, please visit:

Our school website: <http://www.st-augustines.norfolk.sch.uk/key-information/staff-vacancies/> or, [Candidate Login | MyNewTerm](#)

For further information, please contact the school office by email at office@st-augustines.norfolk.sch.uk

Visits to the school are warmly welcomed following our school's risk assessment; to arrange an appointment please call: 01603 743317

Join us at St. Augustine's and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;
- Our Trust Staff Charter, including a focus on reducing teacher workload.

St. Augustine's welcomes applications from members of minority ethnic communities and those with disabilities.

We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protections practices of the Trust.

We reserve the right to close advertisement early. Advertisements will therefore close the day the decision has been taken to close the advertisement early.

St. Augustine's Catholic Primary School, 19 West End, Old Costessey, Norwich. NR8 5AG

Tel: 01603 – 743317

Email: office@st-augustines.norfolk.sch.uk

Website: www.st-augustines.norfolk.sch.uk



Job Details: **FINANCE OFFICER ~ Part Time**

GRADE: Scale E (points 7-11)
HOURS: 30 hours a week; Term time plus 2 weeks
RESPONSIBLE TO: Head Teacher
Effective Start Date: February 2025

1. Role and Context

Job Purpose

- 1.1 To provide a high standard of financial, administrative and clerical support to the Head of School to assist with the day-to-day running of the operations and financial requirements of St Augustine's Catholic Primary School.
- 1.2 To assist with the:
 - Management and control of the school's financial resources.
 - Planning, allocating and using financial resources satisfying the requirements of accountability and financial control.
 - Point of contact for Health & Safety matters.

2. Job family: Administration

- 2.1 Liaises directly with the Multi Academy Trust's central finance department and external providers of services (e.g. Contract Management, HR or Payroll).

3. Principle Accountabilities:

- 3.1 Assist the Head of School in planning, allocating and use of financial resources in a manner that satisfies the requirements of accountability and financial control.
- 3.2 Complete, update and submit staffing records and returns, such as:
 - supply cover, absence, occupational health referrals and insurance claims.
 - administration of employment contracts and maintain employee records
 - place job adverts and assist with recruitment admin,
 - handle all matters relating to staff payroll including review payroll reports and resolving queries.
 - manage the paperwork for student placements and apprentices.
- 3.3 Maintain and manage the collation and submission of data for the school census and single central record.
- 3.4 Prepare with the Head of School draft budgets and reports for school and MAT management and / or leadership team / Governors.
- 3.5 Responsible for the purchase and sales ledger, and banking transactions including the following:
 - raising orders for goods, supplies and services;
 - source items and obtain quotes.
 - manage the purchase of larger items such as photocopiers and telephones
 - producing open commitment reports
 - ensuring that all payments are properly approved
 - maintaining all data records relating to income and expenditure
 - collection of dinner monies and completion of all catering returns for school meals and free school meals, including dinner registers
 - collection of trip monies and completion of activities accounts.
 - accounting for all expenditure
 - accounting for and banking all income.



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- 3.6 Ensure that the central finance system is maintained and used to record all financial and accounting data.
- 3.7 Ensure routine checking of all properly authorised expenditure for accuracy, to safeguard against error.
- 3.8 Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification, cost or timescales.
- 3.9 Ensure that contracts are managed well by monitoring and reviewing them regularly alongside the Head of School.
- 3.10 Maintain an inventory of assets including acquisition and disposal of assets.
- 3.11 Monitoring alongside the Head of School commentary of centrally produced monthly management accounts.
- 3.12 Maintain current awareness of relevant support service procedures.
- 3.13 Provide, as directed, administrative support appropriate to the needs of the school.
- 3.14 Be the main point of contact for the caretaking and cleaning matters, working closely with the Multi Academy Trust Facilities Manager who has overall responsibility for the line management of caretaking staff.
- 3.15 Liaising with the Trust Facilities Manager, for the administrative day-to-day site and staffing Health & Safety (H&S) matters, following H&S policies.
- 3.16 To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.
- 3.17 To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Multi Academy Trust

The Finance Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note: This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a receptionist will carry out. The post-holder may be required to do other duties appropriate to the level of the role.



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Finance Officer ~ Part Time

Person specification

This should describe the qualifications, experience, skills and knowledge, which are essential to do the job to a fully competent level.

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">▪ NVQ 2/3 or equivalent qualification or experience in relevant discipline.▪ Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English▪ Good working knowledge and school financial procedures, and the ability to adhere to these▪ ICT literate with excellent keyboard skills and requires a good working knowledge of Microsoft Excel
Experience	<ul style="list-style-type: none">▪ Experience of administrative/ clerical work in a school or organisation.▪ Good experience of maintaining computerised records and systems▪ Experience of working in a finance capacity within a school/organisation
Skills and knowledge	<ul style="list-style-type: none">▪ Able to work as a member of a team dedicated to delivering comprehensive support services.▪ Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.▪ Good knowledge of relevant policies / standards / regulatory matters.▪ Able to organise own workload in the context of varied tasks▪ Able to relate to and assist school staff at all levels▪ Ability to travel to other schools within the MAT
Personal qualities	<ul style="list-style-type: none">▪ Able to work calmly under pressure▪ Commitment to the Catholic Ethos of the MAT▪ Enthusiasm▪ Honest, reliable▪ Attention to detail

Notes:

This job description may be amended at any time in consultation with the post-holder.

If you don't have all of the experience listed above but are interested in applying, contact the Head Teacher via the school office.