

Finance Officer

candidate information



WELCOME

I am so proud to welcome you to Ormiston Ilkeston Enterprise Academy, a school dedicated to achieving the highest standards of teaching and learning.

We work in partnership with parents and carers in order to ensure students achieve their full potential and are fully prepared for their next steps.

We pride ourselves on our calm and purposeful atmosphere around the academy, with high standards for every aspect of academy life.

We strive to work in an atmosphere of trust and to enjoy our education, developing a drive to explore the world in which we live.

Ormiston Academies Trust (OAT) is the sponsor of Ormiston Ilkeston Enterprise Academy.

OAT is a not-for-profit sponsor of both primary and secondary academies. Their vision is for all young people to have the highest academic, social, and practical skills to allow them to lead a fulfilling life. They are determined to become the Trust that makes the biggest difference.

Find out more on the [Ormiston Academies Trust](#) website.

The academy is easily accessible to the M1 (J25-26) and the A50 link to the M6. The major city centres of Derby and Nottingham are only 15 minutes' drive and Leicester, Sheffield and Birmingham are all within 45 minutes' travel time.

Ilkeston is also on the doorstep of Shipley Country Park and only a short distance from the Peak District National Park. The local area is an attractive and pleasant place to live, Ilkeston people are renowned for their warmth and humour – it is a close and friendly community in which to work and live.

Mr Simon Leach
Principal





FINANCE OFFICER

Required as soon as possible

SCALE: Grade 5: Pts 15-19
£27,803 - £29,777 pa (pro rata)

Actual Salary: 32 hrs - £21,743 - £23,287
37 hrs - £25,141 - £26,926

HOURS: 32-37 hrs per week, term time + 2 weeks 41 wks) negotiable working times dependent upon the hours agreed (30 mins lunch break).

If you are someone who is passionate about their job, enjoys working in finance, then this could be the role for you.

At Ormiston Ilkeston Enterprise Academy, we are an exciting and supportive place to work. There is a commitment to teamwork at all levels in the school and we work together to provide outstanding opportunities for our pupils supported by cutting edge facilities. We are committed to high quality teaching and learning, and we seek and embrace strategies to inspire and support our students.

We are looking for an outstanding Finance Officer to join this forward-thinking academy. We are seeking to employ staff who have a thirst to develop young people and build teams committed to academic and pastoral success.

The number of weekly hours worked is open for negotiation with the right candidate. We are looking for someone to work 32-37 hours weekly, working term time and an additional two weeks to work ad-hoc days during busy periods.

This is an exciting time to be joining our Academy. Our latest building houses the English, science and modern foreign languages departments in state-of-the-art facilities. Our Academy is a vibrant and friendly place to teach, with 974 students currently on roll between 11-16 yrs.

Our new colleague will also benefit from being part of Ormiston Academies Trust, a MAT of 43 primary and secondary academies. The Trust's vision is for all young people to have access to the highest academic, social and practical skills required to achieve their full potential. OAT support all staff so that they can enhance and develop their professional skills whatever their role within the trust.

We offer a competitive package of benefits for our staff including:

- A network of exceptional support staff, teachers, middle and senior leaders.
- A supportive and collaborative working environment
- The opportunity to achieve career development through excellent CPD opportunities (at a trust and school level)
- Vivup - lifestyle saving, cycle to work scheme, car salary sacrifice scheme, and employee assistance programme.

For an informal chat or to arrange a visit please contact Lyn Ashby, business Manager, on 0115 9303724.

To apply, please submit an application form via <https://mynewterm.com/jobs/137109/EDV-2024-OIEA-69125>

Please note that CVs are not accepted.

Closing date: 10 am – Wednesday 28th August 2024

Interviews to be held: to be determined

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Ormiston Academies Trust embraces diversity and promotes equality of opportunity. Flexible working opportunities will be considered.

All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children's Barred List.

The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, which provides information about which convictions must be declared during job applications and related exceptions, can be found here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



Job Description

Job title: Finance Administrator

Salary: Grade 5 SCP 15-19 - £27,803 - £29,777 pa
(pro rata)

Actual Salary: 32-37 hrs per week, term time + 2 weeks (41 wks.)
32 hrs - £21,743 - £23,287
37 hrs - £25,141 - £26,926

Responsible to: Regional Finance Partner

Vision and purpose of the role:

To support both the Regional Finance Partner and Academy Business Manager in providing a full range of finance and administrative support to the academy and ensure compliance with policy, statute and national guidelines regarding support staff functions.

Duties/responsibilities

Finance

- With the assistance of the Academy Business Manager and Senior Finance Officer, implement the Trust's financial procedures and systems.
- Identify opportunities for achieving best Value for Money.
- Assist the Regional Finance Partner in driving efficiencies across all areas of the academy's operations.
- Adhere to financial regulations, audit requirements and DFE Circulars.
- Operate bespoke school information management systems to include HOGE, EVERY, SIMS, in order to maintain and update financial records.
- Handle finance related queries to include: creditors, debtors, the Academy Trust, parents, students and staff.
- Receiving and processing purchase orders on behalf of the Academy, ensuring the correct financial control is applied.
- Checking deliveries match to goods received notes.
- Check and process invoices received for payment in line with supplier payment terms.
- Raising debtor invoices and following the Academy debt management process.
- Monitoring and management of income received via ParentPay.
- Responsible for Academy capitation accounts ensuring robust financial strategies to avoid deficit spending.
- Reconciliation of control accounts including cash and bank reconciliation; capitation and bank/cash reconciliation.
- Manage debtors and ensure outstanding payments are recouped in line with the Academy debt management process.
- Produce financial analysis and reports.
- Assist in the production of monthly / annual accounts i.e. journals, cashbook entries.

- Responsible for the Academy credit cards; ensuring eligibility of spend and reconciliation to statements.
- Communicate both verbally and in writing with staff, pupils, parents/carers, suppliers, a range of other external contacts and responds to a range of financial information.
- Create and maintain appropriate filing systems as required.

Payroll/Human Resources

- Assist Senior Finance Officer in:
 - administering and processing monthly payroll for final approval by the Academy Business Manager.
 - Approval of timesheets and expense claims on to the HR/Payroll system.
 - Collate reporting documents for monthly payroll journals.

Academy Visits/Trips for students

- Assisting in the costing of Academy visits.
- Monitoring and reconciling student payments against the Academy income system.
- Create and monitor payment plans for educational visits.

Other Duties

- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post, as the Regional Finance Partner/Principal/Business Manager may from time to time reasonably determine.
- Be prepared to undertake professional development and training including whole school training days (if required).

The postholder must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

Ormiston Ilkeston Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Academy's Child Protection and Safeguarding Policy can be found on our website: <https://www.oiea.co.uk/admin/wp-content/uploads/sites/21/2024/04/Child-Protection-and-Safeguarding-Policy-April-2024-1.pdf>

Suitability checks will be undertaken including two satisfactory references, medical clearance, Enhanced DBS check, including Children's Barred List, confirmation of qualifications, Prohibition Order or Interim Prohibition Order, verification of i.d. and of the Right to Work in the UK, Proof of NI Number.

Please see Person Specification on the next page.

PERSON SPECIFICATION

Finance Officer



	Essential	Desirable
Qualifications & training	The Finance Officer should have: <ul style="list-style-type: none"> • Experience/training in Microsoft Excel and Word • English and maths to GCSE Grade C or above 	<ul style="list-style-type: none"> • Working at or towards Level 4 standards in accountancy and finance
Experience	The Finance Officer should have: <ul style="list-style-type: none"> • Financial experience working in a finance role • numerate and accurate • excellent communication skills, both verbal and written • experience of working successfully and cooperating as a member of a team • Work on own initiative 	<ul style="list-style-type: none"> • Worked in a school environment
Professional Values	The Finance Officer will: <ul style="list-style-type: none"> • wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body • establish and maintain good professional relationships with pupils, parents and colleagues • adopt a flexible approach to working 	
Knowledge and understanding	The Finance Officer should: <ul style="list-style-type: none"> • be confident in the use of email and database programs • be confident in the use of Word and have an understanding of Excel and PowerPoint. 	<ul style="list-style-type: none"> • Experience of working with school management programmes • understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
Skills	The Finance Officer should: <ul style="list-style-type: none"> • promote the school's aims positively • establish and develop appropriate relationships with parents, governors and local community • communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g., pupils, staff, parents, visitors • promote a positive working environment • be able to prioritise workloads; have excellent time management and organisational skills • be able to work under pressure and meet deadlines • produce accurate work • be able to use initiative 	

	Essential	Desirable
Personal characteristics	<p>The Finance Officer should be:</p> <ul style="list-style-type: none"> • knowledgeable and highly competent • Attention to detail • punctual • approachable and empathetic • creative and enthusiastic • organised and resourceful • committed • of smart appearance 	
Special requirements	<p>The Finance Officer should:</p> <ul style="list-style-type: none"> • have or be willing to undergo an Enhanced DBS disclosure check • be willing to undergo a pre-employment health check 	



Ormiston Ilkeston Enterprise Academy
King George Avenue
Ilkeston
Derbyshire
DE7 5HS

Tel: 0115 9303724

Website: www.oiea.co.uk

Email: info@oiea.co.uk

