

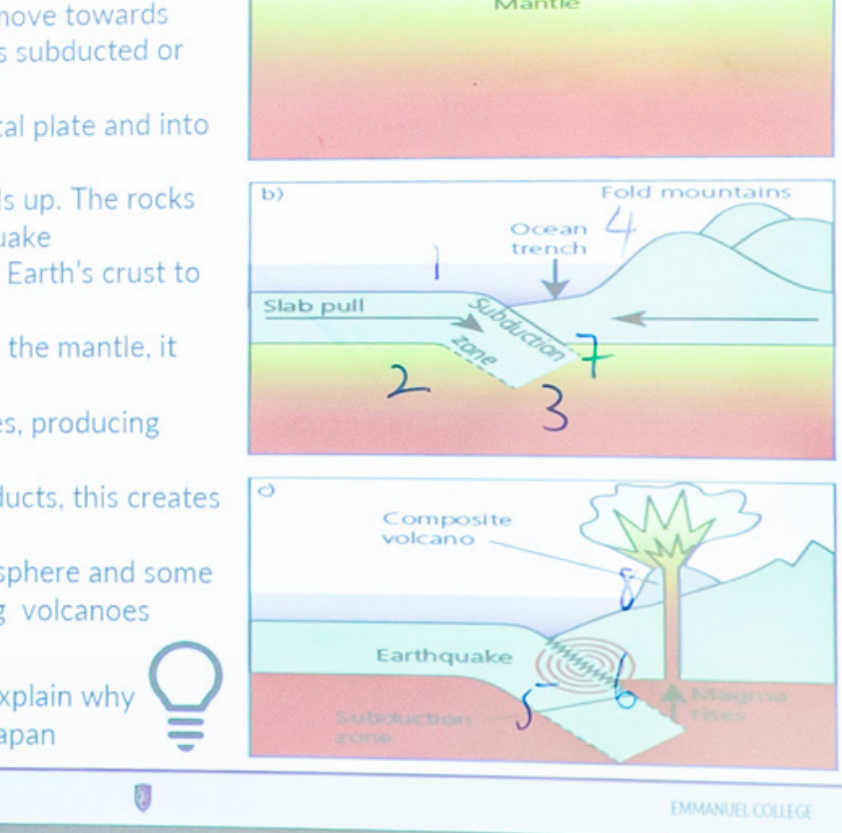


EMMANUEL COLLEGE

Emmanuel Schools Foundation

FINANCE OFFICER

VALUED, CHALLENGED, INSPIRED



“WE OFFER OUR BEST TO EVERYONE AND EXPECT THE AMAZING BECAUSE WE BELIEVE IN THE INNATE POTENTIAL OF ALL PEOPLE”

WELCOME

Dear Applicant

I am delighted that you are interested in applying to be the Finance Officer at Emmanuel College.

This is a dynamic and rewarding role that involves managing purchase orders, invoices and accounts, whilst also providing regular interaction with staff, parents, and suppliers. The successful candidate will work closely with the school Business and Finance Manager to ensure the accurate maintenance of school accounts, taking on responsibility for specific key areas. This position is ideal for someone with prior experience in a similar role who is looking to take the next step and embrace greater responsibility.

We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who believes that all students should receive exemplary holistic care that is the result of the successful partnership between students, teachers, support staff and parents.

Emmanuel College is an exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards

are maintained because of a relentless commitment to expectations and routines.

As Head of School, I am looking for staff who care deeply about securing the best life chances for the young people in our care. Whether standing at the front of the classroom or working behind the scenes in a support role, I value the contribution that you can make to the College and therefore I am also interested in learning about you as a person.

We believe that we are an outstanding school, not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about the their day and looking forward to strengthening the relationships they have with colleagues as well as students.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.


 Nat Ogborn
 Head of School

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

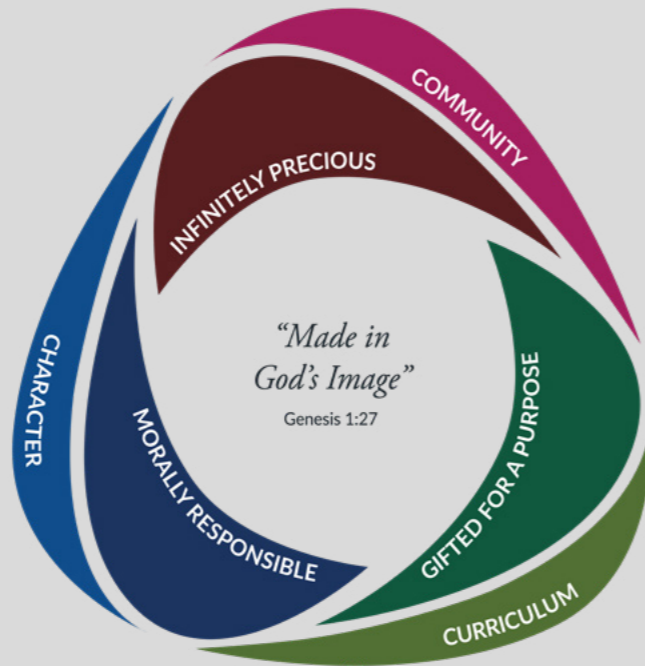
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



“
ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“
**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!





“
OPEN MINDS, A THIRST FOR
KNOWLEDGE AND INTELLECTUAL
ACADEMIC CURIOSITY”

ACADEMIC EXCELLENCE

The Emmanuel College curriculum is designed to engage all students, no matter their background, in a broad and balanced range of subjects. Highly effective teaching and learning principles share our practice and are embedded within every classroom.

Our curriculum enables students to:

1. acquire the knowledge and cultural capital they need to succeed in life;
2. cultivate strong character and the intellectual discipline to apply their learnt knowledge correctly.

Emmanuel College is committed, for all students, to:

1. have access to an ambitious, coherent, knowledge-rich curriculum that allows all students to acquire and apply knowledge;
2. experience a straightforward delivery of said curriculum, supported by effective sequencing of topics with long-term learning at its core;
3. engage in reliable assessments that accurately gauge students' progress through the curriculum and further embed knowledge.



THE PERSON

The successful candidate will have a high level of accuracy and strong attention to detail. They will possess excellent communication skills, both written and verbal. A self-starter, they must be resilient with an ability to work independently and on their own initiative. As this is a busy office, we are looking for someone who is highly organised and used to managing their own time, often dealing with competing priorities. Discretion and an ability to work confidentially is a must.

Whilst it is not an essential requirement to hold an accounting qualification, the successful candidate should already demonstrate a strong knowledge and understanding of finance and accounting practices and be willing to work towards a Level 3 ATT qualification.

If this sounds like a challenge you would relish, then you are the sort of person that we are looking for.

There is no requirement that individual members of staff should be Christians, but it is essential however that all staff understand and enthusiastically support our mission, ethos and values.

If, prior to submitting your application, you wish to visit Emmanuel College to find out more about the role and the College, then you would be most welcome.

GENERAL
INTEREST

“

WE BELIEVE IN EXCELLENCE IN CHARACTER DEVELOPMENT, LEARNING ACROSS THE CURRICULUM AND SERVICE TO OUR COMMUNITIES”





“

**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

The Finance Officer is responsible to the Business & Finance Manager for:

The accurate and timely maintenance of the daily running of the College's accounts with a particular emphasis on:

- creation of purchase orders from departmental requisitions;
- processing invoices to orders and reconciling suppliers' statements, handling queries and discrepancies;
- banking of all income/ management of cashless systems.

Responsibility for specific areas of the accounts with a particular emphasis on:

- posting staff expenses and claims;
- liaising with Gateshead Council regarding Free School Meal allowance and keeping College records up to date;
- reconciliation of income and expenditure in respect of school visits and following up with visit leader to address any queries.

Supporting the Business & Finance Manager with all areas of role with a particular emphasis on:

- financial administrative demands and requirements;
- providing information and data for financial audits;
- the pursuit of best value for money through the appropriate procurement and tendering process;
- providing support for fundraising and funding activities.

Plus any other reasonable duties consistent with your position as may reasonably be required from time to time.

THE OPPORTUNITY

This is an exciting opportunity to join the school's support team and to be part of a wider network across the Emmanuel Schools Foundation.

PERSONAL SPECIFICATION

You will have:

- ATT qualified Level 3 or equivalent professional experience (D)
- A levels or equivalent (D)
- 5 GCSEs or equivalent Grade 5 or above (including Maths and English) (E)
- Proven work experience at Finance Administer level, in a fast-paced environment (E)
- Demonstrably strong knowledge and understanding of the basic and practical applications of finance and accounting practices (E)
- Numerate and literate; communicates clearly, concisely and accurately in both written and verbal communications (E)
- Strong IT skills including MS Office suite and finance/ accounting/purchase order/electronic ledger systems (E)

PERSONAL ATTRIBUTES

The successful candidate will be:

- A hands on generalist with a pro-active, pragmatic approach (E)
- Strongly self-motivated and personally resilient (E)
- Possess exceptional levels of personal integrity (E)
- Proactive and a problem solver (E)
- Able to take account of demographic, social, economic, and political factors to inform approach (D)
- Aligned to and willing to uphold the school's ethos (E)
- Committed to continual professional development (E)
- People oriented and results driven, able to develop and maintain mutually respectful and supportive relationships with colleagues and other stakeholders (E)



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A PLACE WHERE ALL STUDENTS AND STAFF HAVE EQUALITY OF OPPORTUNITY AND SUPPORT”



APPLICATION DETAILS

Vacancy details:

Monday to Friday - 40 hours per week - 8:00am until 4:30pm.

SCP 15-22 (£31,452 - £35,302 per annum) dependent upon experience and qualifications.

Whole year working - please note that this is not a term-time only position.

Local Government Pension Scheme.

Daily lunch allowance for the College restaurant during term time.

Deadline:

Closing date: **Monday 16 December at 10:00am**

Interviews to be held later that week

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Principal **Matthew Waterfield MA**

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www.emmanuelcollege.org.uk



**EMMANUEL SCHOOLS
FOUNDATION**