



**Queensbury**  
Academy

Co-operation • Aspiration • Respect • Endeavour

2024/25

**APPLICATION PACK**

# **Finance Assistant**



**WELCOME**

**anthem**

**Dear Applicant,**

Thank you for your interest in this role with Anthem Schools Trust at Queensbury Academy.

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. The trust serves over 8,000 children and young people across its three regions, we are a values-driven organisation with a commitment to integrity, collaboration, and excellence.

Queensbury Academy is the school of choice in Dunstable as it has been oversubscribed for the past four years. It has a growing Sixth Form which has expanded by 25% in the past year thanks to the quality of teaching and the range of courses on offer. There is a real family spirit at Queensbury which is summed up by the academy's CARE values - Cooperation, Aspiration, Respect and Endeavour. Students and staff feel they are recognised for what they do and that they can grow into being better people.

This is an exciting time to be joining the academy and the successful candidate will share a commitment to the school's and Anthem's values, being able to demonstrate the leadership skills required for rapid school improvement, including a relentless drive for educational excellence for all pupils.

Anthem is at an exciting point in its development as a Trust, not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth. The successful candidate will benefit from support and challenge from Anthem's Executive Team and Trustees, as well as the school's Local Governing Body. We provide high-quality training and coaching, alongside induction support and mentoring for those new to post.

More information about this exciting opportunity can be found in the job description and person specification within this recruitment pack. If you feel you have the proven track record, ambition and commitment for this pivotal role, we want to hear from you. If you would like to further discuss the role, please email [SCaswell@queensbury.anthemtrust.uk](mailto:SCaswell@queensbury.anthemtrust.uk) to arrange a conversation. You can find information regarding how to apply within this pack.

Yours sincerely,

A handwritten signature in black ink that reads 'H Palmer'.

**Mrs. H Palmer**  
Headteacher

**Closing date: 16<sup>th</sup> January 2025 and interviews w/c 20<sup>th</sup> January 2025**

*The school reserve the right to appoint before the application deadline.*



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# Finance Assistant

**Start Date: ASAP – Asap**

**CBC Level 4a Points 11-15 (£27,269 -£29,093 FTE)**

**30 hours per week, Monday – Thursday 8.30-4.30pm term time only plus 5 days**

Queensbury Academy is a good school and one which is committed to moving to outstanding as quickly as possible. We recognise that recruiting high quality staff is of the utmost importance as we continue to improve and expand.

As an Academy we offer all staff a:

- Climate for teaching and learning which is calm and engaging.
- CPD and collaborative practice that is full of innovation.
- Focus on staff wellbeing that ensures you enjoy your job and being part of a team.
- Amazing students that will make you proud to be part of the Queensbury family.
- We offer excellent CPD and leadership opportunities.

We are looking to appoint a dynamic and enthusiastic individual to assist the Finance Manager in our busy finance and payroll office.

The key focus of the role is;

To undertake finance and administration tasks associated with the efficient running of a finance and payroll office in a large and busy Academy

To work using your own initiative but also take instruction from the Finance Manager

Some training will be given. We support staff with their well-being and workload to ensure they enjoy working here and they can make an impact.

Applications would be welcome from both experienced colleagues and those who are new to the finance/education sector.

Queensbury Academy is an extremely popular and over-subscribed Academy, situated on a pleasant site at the foot of Dunstable Downs – South Bedfordshire.

**Closing date: 16<sup>th</sup> January 2025 and interviews TBC**

*The school reserve the right to appoint before the application deadline.*

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS). CVs will not be accepted for any posts.*



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## Finance Assistant – Job Description

<b>Post title:</b>	<b>Finance Assistant</b>
<b>Salary:</b>	<b>Salary Scale NJC 4a points 11-15 (£27,269 -£29,093 FTE)</b>
<b>Reporting to:</b>	<b>Finance Manager</b>
<b>Liaising with:</b>	Principal, Academy Leadership Team, Heads of Subject, Pastoral Team, relevant staff with cross-Academy responsibilities, relevant support staff, parents and Governors and other stakeholders.
<b>Purpose</b>	Assist the finance Manager with the overall management of the Academy's income, expenditure and payroll.
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To record, receipt and bank cash and record payments on Squid, our payment platform.</li> <li>• Record payments made directly to the Academy bank account via nominal receipt postings.</li> <li>• Complete month end and year end reconciliations for the trips and payroll.</li> <li>• Process payroll exceptions and reports on a monthly basis. Reconcile and check payroll each month alongside the Finance Manager.</li> <li>• Update and maintain HR records for the payroll e.g. New Starters, Leavers, contract variations etc.</li> <li>• Assist with the procurement of general academy purchases. Seek best value in procurement for purchase orders issued.</li> <li>• Process purchase requisitions, orders and invoices on the academy financial system PSF.</li> <li>• Dealing with any Suppliers regarding purchase order queries</li> <li>• Maintain records for educational visits, charity fund-raising, locker payments etc.</li> <li>• Keeping Squid up to date and dealing with Parent enquiries.</li> <li>• Chasing any outstanding lunch monies on our cashless catering system.</li> <li>• To maintain confidentiality at all times in respect of school related matters.</li> <li>• To undertake any other duties of a similar level and responsibility as may be required.</li> </ul>



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## Application Pack

<b>Academy Ethos</b>	<ul style="list-style-type: none"><li>• To model and encourage others to uphold our CARE (Cooperation, Aspiration, Respect and Endeavour) values</li><li>• Undertake whole Academy duties as outlined in responsibilities agreed each year.</li><li>• Monitor and support the overall progress and development of students</li><li>• To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.</li><li>• To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li><li>• To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li><li>• To be aware of and follow school safeguarding protocols</li><li>• To promote actively the Academy's corporate policies.</li><li>• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li><li>• To show a record of excellent attendance and punctuality.</li><li>• To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li></ul>
<b>Working time:</b>	30 hours per week term term plus 5 days . Monday – Thursday 8.30am-4.30pm Part time. ½ hour lunch break.
<b>Disclosure level:</b>	Enhanced DBS
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p> <p>Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.</p>	



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## Person Specification

<b>Knowledge and Experience: Essential</b> <ul style="list-style-type: none"> <li>• Educated to at least GCSE Level English and Maths</li> <li>• Good standard of literacy and numeracy</li> <li>• Good working knowledge of Microsoft Office</li> <li>• Experience of working in an admin/finance office</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Accounting Qualification</li> <li>• Bookkeeping Qualification</li> <li>• Payroll Qualification</li> <li>• Three years in an accounting/bookkeeping position</li> <li>• Previous experience working in a school or college environment</li> </ul>
<b>Skills and Abilities: Essential</b> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Good organisational skills</li> <li>• Computer literate particularly familiarity with Microsoft office</li> <li>• Ability to work effectively both unsupervised and as a member of a team</li> <li>• Compliance with safeguarding/ confidentiality/data protection/information security issues</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experienced user of an accounting and/or payroll package</li> <li>• Experience of payroll processes</li> <li>• Experience of accounting month end procedures</li> <li>• Experience of payroll administration in an education setting</li> </ul>
<b>Personal Qualities: Essential</b> <ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to learn</li> </ul>	<b>Desirable</b>

Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the school activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service.



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Queensbury Academy is proud to be part of



**Today, Anthem serves over 8,000 children and young people in 16 schools across the East Midlands, London and Thames Valley.**

As a multi-academy trust (or MAT), Anthem is first and foremost a school improvement organisation, responsible for ensuring that the public money we receive to run our 11 primary schools and five secondary schools is used to drive the best possible outcomes for the children and young people under their care.

Our work falls into three broad areas of activity: school improvement, governance and operations. Within and between each of these areas, colleagues employed at national level as part of Trust-wide teams, and at local level in our schools work together to secure the highest possible standards in all aspects of school life.

To find out more please visit their website:

[www.anthemtrust.uk](http://www.anthemtrust.uk)

Follow the Trust on Twitter:

[@AnthemTrust](https://twitter.com/AnthemTrust)

