



Bingley Grammar School

Application Pack: Finance Manager

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

*Please refer to the Bingley Grammar School **Child Protection and Safeguarding Policy** on our website (About/Policies)*

Headteacher Mr Luke Weston MSc BSc.

Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS Tel: 01274 807700 Fax: 01274 807713



WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Post details
- Job Description
- Person Specification
- Guidance Notes

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or recruitment@bingleygrammar.org

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. The attached guidance notes should give you all the necessary information you require to complete the form. Your application should be accompanied by a letter of application which should be no more than one side of A4 describing how your skills, attributes and experience to date make you a suitable candidate for the post. We do not accept CVs but please feel free to attach a copy of your CV to your application form.

Yours faithfully



Mr Luke Weston
Headteacher



SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Y13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



STAFF BENEFITS INFORMATION

The school offers all its staff a range of benefits including:

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for Master's Degree in Education and NPQML/NPQSL. The school also closes early on alternate Mondays in order for staff to participate in training much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).



POST DETAILS

We are looking to fill the following permanent post to start as soon as possible:

Finance Manager

37 hours per week - all year round (Mon-Thurs 8.00am to 4.00pm, Fri 8.00am to 3.30pm-with a half-hour unpaid lunch break)

Salary level: SCP 29-34 (£32,029 - £36,876) depending on qualifications and experience

We are looking for a self-motivated and highly skilled professional to join our Finance team. The ideal candidate will be well-organised with good communication skills and will also have previous experience of managing a finance team. Previous experience of working in a school accounting environment, as well as knowledge of financial accounting software packages and school budgeting software, would be highly advantageous. This is a full-time permanent position and will be a key role in the school's developing plan for the future.

The role and responsibilities include:

- Responsibility for the daily financial management of the school, and its extended facilities, including the production of accurate and timely financial reports and information as required by school staff and statutory bodies (including the DfE, ESFA and Bradford Council).

The successful candidate will be able to demonstrate:

- A relevant financial qualification and/or significant equivalent experience
- A minimum standard of GCSE (grade A*- C) or equivalent, in English and Maths
- Evidence of finance, business and administrative management experience to support the day-to-day operation of an organisation within financial constraints
- Ability and knowledge to produce budgetary estimates, reports, cash flow and statistical and financial summaries
- Excellent numeracy skills and proficiency in the use of Microsoft Office applications, in particular Excel, with experience of, or the ability to easily adapt to, a variety of financial software applications
- Knowledge of payroll legislation and operation
- Good working knowledge and understanding of methods of ordering, contract, purchasing and value for money
- Excellent organisational and communication skills
- Effective people management skills with the ability to lead, develop and motivate a small team
- A flexible approach with the ability to work effectively both within a team and on own initiative
- A good sense of humour, enthusiasm and a positive attitude.

Closing date for completed applications is Monday 6 January 2020 at 9.00am

For more information and to apply please visit our website or contact our Recruitment team:

T: 01274 807720 E: recruitment@bingleygrammar.org

Informal visits are welcomed, by arrangement.

Please note CVs will not be accepted

The advert may close prior to the stated date and interviews will take place as soon as a suitable field of candidates is obtained, therefore early submission of applications is recommended

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

JOB DESCRIPTION

Prime Objectives of the Post

- To be responsible for the daily financial management of the school, and its extended facilities, including the production of accurate and timely financial reports and information as required by school staff and statutory bodies (including the DfE, ESFA, HMRC, Teachers Pensions, WYPF and Bradford Council).
- To organise and manage own responsibilities and the school finance team to ensure efficient running of the department in accordance with compliance regulations, legislation, and best practice guidance.
- To maintain up to date technical skills to ensure continuous improvement to school systems.

Supervisory/Management Responsibilities

Line Manager for the Finance Officer and Finance Assistant; and any staff working on a temporary basis in the Finance Office

Supervision and Guidance

Day to day work as directed by the Business Manager, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate. Liaison with budget holders regarding specialist budget areas. Liaison with Leadership Team regarding information provision, as necessary. Liaison with the Site Operations and Facilities Manager regarding estate works and processes.

Range of Decision Making

Required to use own initiative to make decisions within established financial practices and procedures, in accordance with the Finance Policy of the School, to ensure accuracy and consistency of application. Expected to take initiative in the development of new administrative procedures to meet changing requirements and improvements in quality. Required to use good common sense and initiative in all matters relating to the duties of the post.

Responsibility for Assets, materials, information etc

To maintain the confidential nature of information relating to the school, its pupils, parents and carers. General responsibility for the care of all equipment within the designated area of the school.

Duties and Responsibilities

Finance and Accounting

- To assist in the provision of confidential financial support services as directed by the Business Manager.
- To maintain all school accounts and prepare income and expenditure reports in accordance with the DfE financial regulations (including the Academies Financial Handbook, if the school converts to an Academy), and prepare monthly management accounts for internal use and annual accounts for submission to the school's auditors.
- To co-ordinate the annual audit, liaising with all parties involved, and responding to comments raised in the audit letter
- To prepare and submit quarterly and annual accounts reports to Bradford LA and reconcile balances to the LA's records (or to the DfE if the school converts to an Academy)
- To manage the school's accounting processes using a variety of IT software, including (currently) but not exclusively: SIMS FMS, Sage Payroll, Sage Accounting for the General Fund, Microsoft Office, Parent Pay online, Cashless Catering Manager, PS Assets and online banking
- To authorise purchase orders and invoices

- To maintain online banking facilities and produce BACS or cheque payment runs as necessary
- To maintain and oversee all bank accounts including the school's credit card, completing monthly reconciliations and reporting any banking errors to line management
- To contribute to and assist in the setting and monitoring of the annual school budget, maintaining allocations as per Governor approved budgets, producing budget reports, variance analyses and liaising with departments regarding expenditure
- To ensure accurate VAT accounting and payment, and that VAT reclaim returns are submitted as required.
- To be responsible for cashflow projections and all elements of cash handling including collections and disbursements, banking and security, and monies from fundraising and school trips.
- To co-ordinate and maintain a list of approved contractors and suppliers to ensure best value, in conjunction with the Site Operations and Facilities Manager.
- To be responsible for the school's asset register ensuring that it is maintained and regularly updated, implementing appropriate processes for managing the register with support from the Site Operations and Facilities Manager and the Network Support Manager.
- To monitor capital expenditure against pre-approved contracts, and submit relevant claims for capital funding.
- To monitor School lettings and Services income and expenditures
- Preparation of monthly/quarterly/annual financial reports as required by School Funding/Bradford Council and other statutory bodies.
- Preparation of analysis reports, including budget monitors and cash flows for the Finance Governors; attend at Finance Governor meetings as necessary
- Prepare (or supervise the preparation of) the monthly payroll and all tasks associated with pay, including tax, NI, sick leave, maternity pay and pension maintenance, and the following (carrying out all processes within the required deadlines):
 - Prepare and maintain pay scale spreadsheets for teaching and support staff, including annual pay changes and updates as required
 - Reconcile monthly pay to master spreadsheets
 - Prepare monthly/annual pension returns
 - Maintain staff payroll records
 - In conjunction with the school's Business Manager, manage the auto enrolment process in connection with pensions
- General bookkeeping as required, i.e. preparation of cash deposits, balance petty cash, and other transactions as required for the business of the School
- Review, manage and adhere to all grant terms and conditions
- To manage the workload of the staff within the Finance Office

Personnel

- To ensure that all staff details relating to salaries and pensions are passed to the personnel department for inclusion in secure personnel files.
- To oversee arrangements for the induction of all new staff within the finance department.
- To be responsible for identifying training needs and the ongoing professional development for all staff line managed within the finance department, and carrying out appraisal processes for those staff.
- To manage the workload of the staff within the Finance department, ensuring staff are customer focused, supportive and helpful at all times
- To play an active role in the recruitment of staff within the finance department in accordance with the school's procedures.

Administration

- To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.

- To collate information, statistics and prepare reports as required by her/his line manager, the Headteacher and the governing body.
- To undertake responsibility for all necessary administration relating to all areas within her/his remit.
- To ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- To process, input, extract and analyse information from school's database system/s.
- Dealing with insurance claims when necessary
- To ensure compliance with data protection regulations.
- To take minutes/notes in meetings as required and circulate associated information.
- To deal with correspondence and queries from both internal staff, parents and third parties promptly and as required.
- To assist in the provision of flexible and efficient administration services within the school as required to meet the school need.
- To contribute to the efficient running of the school by contributing to the development of systems to meet changing needs and to improve the services provided.

Fluency duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Mastery or proficiency level which requires the post holder to demonstrate that he/she can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it.

General Responsibilities

- To keep up to date with developments and changes in relevant legislation and guidance, and communicate information to colleagues as appropriate.
- Be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection.
- To support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other staff
- To carry out break time supervision of students on a rota basis and exam invigilation/reader-scribe duties as required.
- Participate in training and other learning activities and performance development as required.
- Your duties also include any assistance which may reasonably be required of you by the School from time to time.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified in this job description. Any additional duties should be recorded and these will be taken into account during the performance management process.

Please note that the post holder may occasionally be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE & QUALIFICATIONS	<ul style="list-style-type: none"> • Relevant financial qualification/s and/or significant equivalent experience • Minimum of 5 GCSEs at grade C or above (or equivalent), including English and Maths • Evidence of finance, business and administrative management experience to support the day-to-day operation of an establishment/ company within financial constraints. • Experience of managing change and implementing new systems/ procedures/controls. • Evidence of effective leadership and line-management of staff including a team. 	<ul style="list-style-type: none"> • Associated accounting qualification • Evidence of finance, business or administrative management experience within a school or similar environment • Experience of working with a range of external partners to achieve organisational aims. 	<p>Certificate(s)</p> <p>Application form & Selection process</p>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Substantial specialist theoretical and practical knowledge of the policies, processes and procedures for financial management in an organisation • Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. 	<ul style="list-style-type: none"> • Knowledge and understanding of Schools' Financial Value Standard. • Knowledge of teachers' and local government pension schemes 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<ul style="list-style-type: none"> • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Excellent numeracy skills • Ability to proficiently use office computer and finance software including accounting and payroll software, word-processing, spreadsheet, database/s and internet systems. • Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. • Practical knowledge of VAT regulations • Good working knowledge and understanding of methods of ordering, contracts, purchasing and value for money. • Knowledge of payroll legislation and operation • Knowledge of GDPR regulations and impact on processes • Ability to demonstrate an understanding of safeguarding responsibilities • Have an understanding of, and be able to demonstrate a commitment to, Equal Opportunities and Diversity. 		
FLUENCY DUTY	<ul style="list-style-type: none"> • Demonstrate fluency of English language at Mastery or proficiency level 		Application form & Selection process

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION – ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Excellent interpersonal skills with ability to maintain strict confidentiality. • A diplomatic and patient approach. • Initiative and ability to prioritise own work and that of others to meet deadlines. • Able to follow direction and work in collaboration with Senior Leadership Team. • Able to work flexibly, adopt a “hands on” approach, and respond to unplanned situations • Ability to evaluate own development needs and those of others and to address them. • A willingness to seek specialist advice and awareness of where to seek it. • Efficient and meticulous in organisation and able to remain calm under pressure and work to set deadlines. • Commitment to the highest standards of child protection. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school’s ethos, aims and its whole community. 	<ul style="list-style-type: none"> • Ability to identify own training and development needs • Knowledge/overview of the Academies Financial Handbook (for potential future change of status for the school) 	<p>Selection process</p> <p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
CIRCUMSTANCES – PERSONAL	<ul style="list-style-type: none"> • Must be healthy and resilient-able to cope with the requirements of the post. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) • No contra-indications in personal background or criminal record indicating unsuitability to work with 		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	children/young people/vulnerable clients/finance (DBS check required)		
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities (including for First Aid at Work, and Health & Safety training as appropriate) • Evidence of previous personal development. • Commitment to maintaining up to date technical skills and knowledge 		Application form & Selection process
EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equality policies and practices. 		Selection process

APPLICATION GUIDANCE NOTES

1. Information

Information you provide in the Application Form will be treated as confidential. To ensure greater objectivity in the selection process it is divided into two parts (A and B) with only Part B being used to shortlist candidates for interview. Therefore please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

The forms should be returned to: **Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS** or via email to: recruitment@bingleygrammar.org

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed. If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. The Application Form is also available to download or complete via the School web site. If you need to attach additional sheets to support your application or to provide additional information, please quote the job title.

3. Asylum and Immigration Act 1996

The successful applicant will be required to provide one original document which proves their entitlement to work in the UK before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

4. Medical History

All appointments may be subject to the completion of a pre-employment questionnaire. A health problem does not preclude you from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 1998.

5. References

We need a reference from your present or most recent employer and one other person. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person (Headteacher or Senior Manager) who knows you well but is not a relative. Referees will be sent a copy of the job specification to assist them.

6. Education and Training

The "Qualifications" section gives you an opportunity to list any examinations or certificates you have gained or are currently taking - not all jobs require formal qualifications – the advertisement and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid or unpaid, including for example voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time, indicate the hours worked per week. Please explain any break in your work history.

8. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however it is very important. This is where you match your skills, knowledge, experience and personal qualities to the advert and job specification. Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job specification and provide evidence that you possess them. Any supporting information (i.e. additional sheets) should not contain your name or other personal information and should quote the job title on any additional sheets.

9. Data Protection

Bingley Grammar School collects data in order to process your application and will use it for any subsequent employment purposes. On occasions, the School will have to contact third parties to verify information you have provided and other facts in relation to you and your application, for example references. The School needs to protect public funds it handles so we may use the information provided on your Application Form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

Should you be unsuccessful with your application the School will destroy your application form twelve months after its submission.