



Truro and Penwith School Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

<b>Job Description</b>	
<b>Job Title:</b>	Finance Officer
<b>Salary Grade:</b>	TPAT Scale Point 8
<b>Salary Range:</b>	£25,273 pa pro rata / £13.10 per hour Actual Gross Salary £17,626 pa
<b>Hours:</b>	30 hours per week, Term time plus inset days (Paid weeks 44.849 wks pa) Monday to Friday – hours to be agreed
<b>Base:</b>	St Ives School
<b>Responsible to:</b>	Operations Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> Headteacher, Leadership Team, TPAT Management Accountant, TPAT Central Team, Headteacher's PA/Office Manager, Admin Team, School Staff, Students <u>External:</u> Suppliers of Goods and Services, Local Authority Representatives, Contractors, Governors, Parents / Carers, Visitors, Supply cover Personnel & Outside Agencies

<b>Main Purpose of Job:</b>
<ul style="list-style-type: none"> <li>To complement the professional work of teachers and learning support professionals by providing financial support and taking responsibility for school finance administrative functions.</li> <li>The Finance Officer will be expected to take responsibility for the school's financial administration including the management and development of financial and budgetary management systems, in accordance with TPAT Financial Procedures.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>To be responsible for the finance office's full adherence to the school's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with TPAT financial procedures and internal and external audit processes.</li> <li>To organise the work of the finance office appropriately, ensuring timely completion of all tasks and adherence to deadlines ensuring that the work of the office is undertaken to a high standard and in accordance with TPAT financial policies and procedures.</li> <li>To undertake financial processing using TPAT accounting systems, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and management report generation including credit card and Parentpay reconciliation.</li> </ul>





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- To be responsible for receiving, checking and issuing of receipts for all payments made and monies received by the school.
- To prepare all monies and cheques received by the school for banking, in accordance with TPAT financial procedures. To be responsible for the issuing of petty cash for authorised claims ensuring receipts are obtained for all payments made. To monitor and reconcile the petty cash float and ensure its safekeeping at all times.
- To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries and payments as requested.
- To ensure the correct and timely input of authorised invoices prior to their due dates and correct recording of details of payments and invoices on the TPAT Resource accounting system.
- To be responsible for the production of school invoices relating to all school income generation, including those charges made to pupils for various school and recreational activities arranged by the school.
- To monitor all payments received from debtors on a regular basis and advise the Operations Manager, Headteacher, TPAT Management Accountant and Finance and Resources Governors of overdue debts for further action, ensuring such action takes place and monitoring success.
- To oversee the preparation and completion of VAT returns.
- To make the appropriate arrangements for banking school incoming finances with adherence to the TPAT Financial Procedures.
- To attend any relevant meetings as required.
- To provide support and cover for other members of the team when the need arises and as directed by the Headteacher's PA/Office Manager.
- To ensure appropriate standards of tidiness and order in the school office and reception areas so as to project a professional and welcoming environment for parents, students and visitors to the school.
- To undertake the role of First Aider, as part of our bank of school First Aiders (training provided as appropriate).

#### General/Other:

- To ensure that students' needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's students at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all School and Trust and policies and procedures.
- To undertake mandatory training as required by the School & Trust.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.





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- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety and GDPR).
- To be responsible for your own continuing self-development and undertaking training as appropriate.
- To undertake other duties appropriate to the post as required.

### Person Specification

Person Specification:	Essential	Desirable	Recruiting method
<b>Education and Training</b>	<p>GCSEs or equivalent to include Maths &amp; English at a C grade or above.</p> <p>Attainment of AAT qualification or equivalent experience.</p> <p>First Aid trained (or willing to undertake training).</p>	<p>Admin or IT related qualifications at Level 3</p>	<p>Application</p>
<b>Skills and Experience</b>	<p>Good standard of practical knowledge, skills and experience of finance related work.</p> <p>A practical working knowledge of IT applications, including Word, Excel and Powerpoint.</p> <p>Excellent customer service and communication skills.</p> <p>Good typing and word processing skills.</p> <p>Able to work on own initiative and as part of a team.</p>	<p>Experience of working within a school or similar environment.</p> <p>Experience of FMS.</p> <p>Experience of Arbor or similar database.</p>	<p>Application form / Interview / Assessment</p>
<b>Specialist Knowledge and Skills</b>	<p>Financial accounts experience.</p> <p>Knowledge of computerised accounting systems.</p> <p>Knowledge of book keeping and maintaining accounts.</p> <p>High level of accuracy and attention to detail.</p> <p>Excellent organisational skills.</p>	<p>Financial accounts experience.</p>	<p>Application / Interview / Assessment</p>





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	<p>Good oral &amp; literacy skills.</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p>		
<p><b>Behaviours and Values</b></p>	<p>Confident, proactive and self motivated with a high level of initiative.</p> <p>Ability to remain calm in busy and challenging situations.</p> <p>Able to hold challenging conversations and maintain a calm manner at all times.</p> <p>Ability to main positive, nurturing relationships with staff, parents and children.</p> <p>Excellent organisational and interpersonal skills to include filing both paper and electronically.</p> <p>Ability to follow all school policies.</p> <p>Enthusiastic, hardworking and committed.</p> <p>Integrity, Sensitivity, Discretion, Confidentiality, Kindness, Empathy, Flexibility &amp; Sense of Humour.</p> <p>Willingness to learn and adapt to embrace new change initiatives.</p>		<p>Application/ Interview/ Assessment</p>

**Special Conditions related to the post**

***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.***

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information.
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer.
- Satisfactory verification of relevant qualifications.
- Satisfactory health check.

All new employees will be required to undertake mandatory training required by the Trust.





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<b>How to apply:</b>	To download an application pack or apply online please visit: <a href="http://www.stivesschool.net">www.stivesschool.net</a> Please complete the application form on our website in full and return to: <a href="mailto:recruitment@stives.tpacademytrust.org">recruitment@stives.tpacademytrust.org</a> <b>Please note that we are unable to accept CVs.</b>
<b>Contact details:</b>	St Ives School, Higher Tregenna, St Ives, TR26 2BB Tel: 01736 795608
<b>Closing date:</b>	Please note that if you have not received a reply within 5 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

