



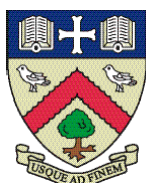
Finance Officer Candidate Information

December 2022
Maternity Cover – 1 year fixed term



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, OFSTED commented on the strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact John Christian ic@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 3:30pm Monday 12th December 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Finance Officer (Maternity cover – 1 year fixed term)

Start date: January 2023
Salary: £23,381 - £29,465 pro
rata
Contract: 1-year fixed term

Cheltenham Bournside School has a fantastic opportunity to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a Finance Officer to work as part of the Finance team providing excellent service to both internal and external customers with accurate and timely information to aid decision making and meeting local statutory reporting deadlines. See job description for further details of the role.



Applications by:
3:30pm Mon 12 Dec 2022
(Early submission is advised as we reserve the right to appoint prior to the closing date)

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date. Submission of your application early is advised.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Finance Officer

Post title: Finance Officer

Responsible to: Finance Manager

Hours per week: 37 hours per week

Working days and hour: 8.30am-4.30pm Mon–Thurs, 8.30am-4.00pm Friday

Working Weeks: Term time (39 weeks) plus 3 weeks over the academic year

Contract Type: 1 year fixed contract maternity cover

Salary: Grade H14-25 £23,381-£29,465 pro rata (£25,409-£32,020 FTE)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

The role of the Finance Officer is to provide support within the Finance Team, helping the team to achieve the aims of providing excellent service to both internal and external customers, providing accurate and timely information to aid decision making and meeting local and statutory reporting deadlines.

The Finance Officer will be responsible for:

- Posting purchase payments
- Recording and processing sales receipts
- Booking bank payments and receipts to the finance system, as well as weekly reconciliation of all school bank accounts.
- Preparation of monthly payroll and associated tasks
- Provide cover for other data entry processes in times of short-term absence (e.g., posting purchase invoices)
- To assist with the preparation of the School annual budget and regular forecasting
- This role will also provide support during the annual audit (e.g., collecting data samples).

Specific responsibilities

- To be able to provide the necessary cover for other Finance team members during absences and assist colleagues during any particularly busy periods
- To be responsible for posting payments and receipts onto the SAGE Accounting system
- To reconcile all the school bank accounts
- Check accuracy and circulate monthly budget statements to cost centre holders
- Preparation of the quarterly VAT submission
- Reconcile ESFA submissions
- Assist in the preparation of monthly management accounts, including accruals and prepayments
- To assist with petty cash distribution, record keeping and monthly reconciliation
- Assisting with preparation of monthly payroll and associated tasks including reconciling

the payroll records with the payroll partners

- Preparation of monthly cost centre manager budget statements
- To provide the required information to Pension Administrators in connection with the School's various pension schemes
- To make recommendations and improve efficiencies and processes for the team and department.
- To assist the Finance manager with any audit data the auditors require at year end,
- Ad hoc filing and record keeping tasks,
- Any other tasks as deemed necessary.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Specific duties which are relevant to the actual post are detailed in a bespoke job description.



Person Specification

Finance Officer

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good general education • Ideally AAT qualified or part qualified accountant 	<ul style="list-style-type: none"> • Other relevant professional development qualification(s) • Previously held a position requiring the need to maintain confidentiality
Experience, understanding, and knowledge	<ul style="list-style-type: none"> • Experience with all MS Office packages specifically basic Excel skills with a desire to build upon them • Experience of general ledger functions and month/year end processes • Accounting software use • Excellent verbal and written skills • Numerate, analytical, and strong attention to detail 	<ul style="list-style-type: none"> • Experience of school finance • Experience with Sage • Experience with payroll • Understanding of Child protection/Safeguarding
Personal qualities	<ul style="list-style-type: none"> • Customer focused and diplomatic: excellent interpersonal skills on a range of levels and with a wide variety of people (eg staff, governors, pupils, suppliers) • Ability to manage workload and be self-motivated, diligent and able to work to deadlines • Equally comfortable taking direction, or working under own initiative • An excellent eye for detail, methodical, accurate • Integrity, discretion, confidentiality and initiative • A high standard of personal presentation • A willingness to learn new things. 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

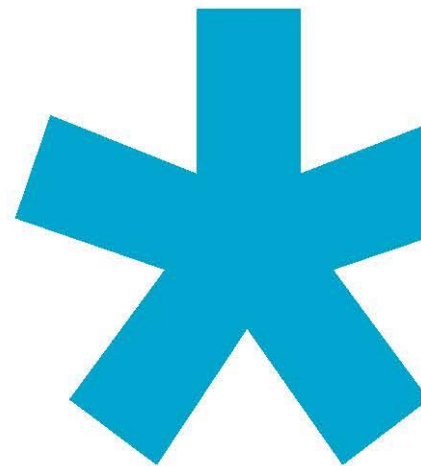
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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