



*Welcome to Colne Valley High School where we are currently looking to appoint a new Finance Assistant. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.*

*Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.*

*At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.*



## Finance Assistant

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CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague

We are delighted that you are considering the position of Finance Assistant at Colne Valley High School.

We are seeking to recruit an individual for our secondary school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

Here at Colne Valley, we are proud to have high expectations of all students. We know that students rise to the challenge when adults believe in them and expect big things from them. We are also proud that we can offer a wide range of support for SEND, wellbeing and safeguarding for when students may want or need it.

Schools work best in partnership with home and our aim is to build strong relationships that support all members of the community. We look forward to getting to know all students and their families as they progress through the years.

Our RITA values of Respect, Integrity, Teamwork and Aspiration underpin all work at CVHS; students, parents and staff will see and hear these everywhere around the school. These values allow our students to develop into confident, kind, collaborative and successful young people; they are at the heart of what we do.

Thank you for taking the time to read this information pack and apply to our school, we look forward to reading your application, best of luck to all.

## ► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## ► About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School & Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

**Our mantra across our partnerships embraces the following themes:**

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

## JOB DESCRIPTION

<b>Position:</b>	Finance Assistant
<b>Department:</b>	Finance
<b>Pay range:</b>	Grade 7
<b>Hours of work:</b>	37 hours per week, term time plus 5 days
<b>Responsible to:</b>	Finance Manager

### Prime Objectives of the Post

To assist in the administration of the finances of Colne Valley High School.

Assist with and contribute to the financial responsibilities of Great Heights Academy Trust, as required.

To assist the Finance Manager and CFO in the production of accurate information for a wide range of accounting purposes.

### Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

### Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### KEY AREAS:

1. Financial Administration
2. Miscellaneous

### DUTIES AND RESPONSIBILITIES:

#### 1 Financial Administration

- 1.1 To accurately process all orders, check progress, match goods received to Proof of Delivery and invoices, obtain invoice authorisation, and prepare payments for approval.
- 1.2 To accurately issue all sales invoices, process through to receipt of remittance, including effectively monitoring the debtor control account.

- 1.3 To be responsible for the collection, balancing, accounting, and banking of all cash/cheques received.
- 1.4 To record all petty cash transactions and reconcile daily at CVHS.
- 1.5 To maintain records of sales and expenditure and ensure financial system databases are up to date including maintenance of supplier account details and all documents are filed.
- 1.6 To produce period expenditure accounts for specified budget holders on the progress of their spending e.g. capitation, and to highlight any potential overspends.
- 1.7 To assist the Finance Manager as required.

**2 Miscellaneous**

- 2.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the school's Health & Safety policy.
- 2.2 To undertake any other duties as may reasonably be required by your Line Manager.
- 2.3 To play a full part in the life of the school community, supporting its distinctive mission and ethos, actively promoting its policies and practices.
- 2.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings, and other similar events as appropriate.
- 2.5 To work as a member of a designated team and contribute positively to effective working relations within the school and Great Heights Academy Trust by attending all appropriate meetings and to work effectively within the Trust team.
- 2.6 To engage actively in the Performance Management Review process.
- 2.7 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- 2.8 To carry out your duties in accordance with the Academy's Equal Opportunities policy.

**General:**

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the Finance Manager/CFO as required.
- The post holder is responsible, alongside the local governing body, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the

Trust partners and community.

This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Name: .....

Signed: .....

Date: .....



**Person Specification:** Finance Assistant

**Key to identification:** A = Application I = Interview R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Minimum AAT qualified, or equivalent (experience may be considered if clearly identifiable)	✓		A/I
Evidence of education to include at least a B level or equivalent in Mathematics and English at GCSE	✓		A/I
Evidence of personal commitment to CPD		✓	A/I
Willingness to attend appropriate training	✓		A/I
<b>Work Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Previous finance and accounting experience	✓		A/I/R
Experience of working in a busy office environment and dealing with multiple work streams to achieve deadlines	✓		A/I/R
Experience of using software systems for finance administration	✓		A/I/R
Experience of producing financial information for a range of stakeholders	✓		A/I/R
Experience of working in an academy or similar establishment		✓	A/I/R
Involvement in year-end accounts production		✓	A/I/R
Experience of payroll administration and processes		✓	A/I/R
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Be adept at problem solving, including being able to identify and resolve issues in a timely manner, using own initiative	✓		A/I/R
Possess strong interpersonal skills with the ability to build and form good relationships with colleagues and pupils and work as part of a team	✓		A/I/R
Be able to communicate clearly, both written and orally	✓		A/I/R
Effectively read and interpret information, present numerical data in a resourceful manner and gather and analyse information	✓		A/I/R
Be organised, accurate and thorough in their work	✓		A/I/R
Be dependable, able to follow instructions and respond to management directions	✓		A/I/R
Have excellent working ICT knowledge, particularly excel and Microsoft Office	✓		A/I/R
The ability to record and analyse data using different systems	✓		A/I/R

Ability to deal with confidential information	✓		A/I/R
Working knowledge of Access accounting or similar school accounts system		✓	A/I/R
Intermediate excel		✓	A/I/R
Full Current Driving Licence and use of a car which is insured for business use		✓	A/I/R
<b>Personal Qualities</b>			
A warm, engaging and transparent personality	✓		A/I/R
The ability to remain calm under pressure and work to deadlines	✓		A/I/R
The ability to work independently	✓		A/I/R
A willingness to 'go the extra mile' with enthusiasm	✓		A/I/R
An ability to quickly adapt to changes	✓		A/I/R
Initiative and ability to prioritise one's own work	✓		A/I/R
Able to work flexibly to meet deadlines and respond to unplanned situations	✓		A/I/R
Efficient and meticulous organisation	✓		A/I/R
Desire to enhance and develop knowledge through CPD	✓		A/I/R
Commitment to the highest standards of child protection and safeguarding	✓		A/I/R
Recognition of the importance of personal responsibility for health and safety	✓		A/I/R
Able to attend evening meetings, if required		✓	A/I/R





► **Reasons to work at Colne Valley High School**



**A fantastic team**

A highly skilled, loyal and supportive team of staff and senior leaders.



**Professional development**

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



**Career Opportunities**

Career opportunities across the MAT.



**Cycle to work scheme**

Tax free cycle scheme.



**Holiday package**

The Trust provides staff with a generous holiday entitlement.



**Pension scheme**

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

