



## **Finance Assistant (Maternity Cover)**

### **Chellaston Academy**

**16.5 hours per week, 39 weeks per annum**

**Pay Scale 4- £25,907 - £27,529 FTE (£9,979 - £10,628 pro rata)**

QEGSMAT are seeking to appoint an enthusiastic Finance Assistant (Maternity Cover) to join our hardworking and high achieving team at Chellaston Academy.

At Chellaston Academy, our vision is to *'Inspire each other to realise our potential through Integrity, Care, and Excellence'*. In September 2023 Chellaston Academy was rated as 'GOOD' by Ofsted. "The school's ICE (integrity, care and excellence) values permeate the school's work, and pupils also know that the high expectations that staff have help them to achieve academically and personally." "The school has devised a curriculum that is both broad and ambitious, and there are high academic expectations of pupils." In addition, leaders have engaged staff well when making large-scale changes to improve the school. Staff feel that leaders are considerate of their workload and well-being. They are proud to work at this school.

Members of staff who work at Chellaston Academy enjoy:

- A happy and vibrant culture of integrity, Care and Excellence.
- A positive and enjoyable climate where we are trauma informed and our 'kids do us proud'!
- An inclusive, autonomous learning environment where you CAN make a difference.
- An environment where the wellbeing of staff is a priority and staff are involved in decision making.
- Purposeful and bespoke professional and personal development.
- An environment where Chellaston are leaders in our sector providing exciting wider opportunities.

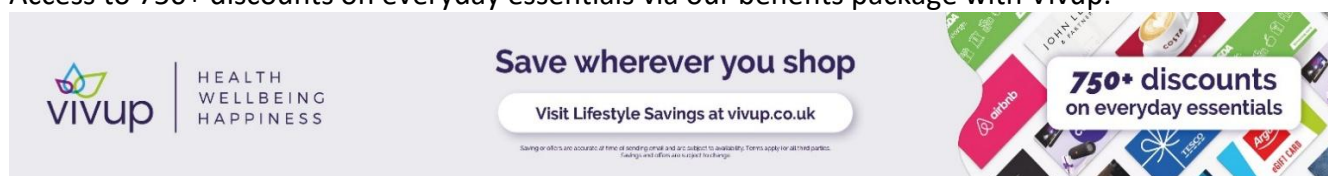
Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefits package with Vivup.



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check. The Trust is also a United Kingdom Immigration and Vetting Sponsor therefore, sponsorship for skilled worker visas may be available.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502 . Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk)

To apply for this position, please visit: <https://qegsmat.face-ed.co.uk/vacancies>

<b>Closing date for applications:</b>	<b>3<sup>rd</sup> June 2025</b>
<b>Provisional Interview date:</b>	<b>TBC</b>
<b>Salary:</b>	<b>Scale 4 £9,979 - £10,628 pro rata (£25,907 - £27,529 FTE)</b>
<b>Potential Start Date:</b>	<b>TBC</b>



## **JOB DESCRIPTION**

**Post Title: Finance Assistant**

**Reporting to: Finance Manager**

**Scale: Scale 4**

**Disclosure Level: Child Workforce – Enhanced, Childs Barred List**

### **DUTIES AND RESPONSIBILITIES**

- Procure goods/and or services for the academy, ensuring the highest value for money from financial resources;
- Process purchase orders for goods and/or services;
- Check all deliveries and Good Receive in the system, updating inventory and stock trackers for assets and equipment accordingly if required
- Pass invoices for goods and/or services received through for payment;
- Process staff expense claims and claims for additional hours for checking by Finance Officer
- Administer the academy's lettings;
- Liaise with the Trust to ensure all income due to the academy is collected in a timely manner;
- Oversee the financial aspects of school trips and other activities;
- Maintain the academy's on-line payments system;
- Be responsible for all monies received by the academy for school meals, trips and other activities, banking cash and cheques in a timely manner;
- Maintain the academy's stock records;
- Ensure all financial records are retained in accordance with the Trust's requirements;
- Ensure compliance with the Trust's financial policies and procedures at all times;
- Co-operate with the Trust, its auditors and other external regulators;
- Support Academy events as required.
- Provide general administrative support
- Deal with routine enquiries;
- Assist with the management of fund accounts and report any concerns to the Finance Officer
- Ensure consistent implementation of the internal financial control framework and other financial policies and procedures

### **GENERAL**

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of and adherence to statutory safeguarding guidance
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities

- Carry out the duties of the post in compliance with the Trust's Equalities Policy
- Understand and comply with all other relevant academy policies
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements
- Undertake any necessary training associated with the duties of the post
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

## **METHODS OF WORKING**

### **The post holder must:**

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



### Person Specification – Finance Assistant (Maternity Cover)

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>NVQ Level 3 (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake an accountancy qualification such as the AAT</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Good standard of practical knowledge, skills and experience of finance related work</li> <li>High Level of ICT Skills and experience of all Microsoft Office Suite applications</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 1 years' experience in finance related work</li> <li>Previous administrative work experience within a school/ college environment</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>Excellent numeracy &amp; literacy skills</li> <li>Self-motivated and able to work constructively as part of a team and on own initiative</li> <li>Meticulous</li> <li>Honest and reliable</li> <li>Good organisational skills</li> <li>Ability to work to deadlines and methodical approach to working under pressure</li> <li>Professional &amp; friendly approach - comfortable with young people</li> <li>Professional, tactful, confidential</li> </ul>		
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of accounting systems, manual and computerised</li> <li>Purchase order systems</li> <li>Good working knowledge of spreadsheets and databases</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in finance environment</li> <li>Experience of working in an educational establishment</li> </ul>	

Personal qualities	<ul style="list-style-type: none"> <li>• Ability to work flexibly in order to meet the demands of the job at particular times of the year.</li> <li>• Enthusiastic, hardworking and assertive</li> <li>• Excellent attendance and timekeeping record</li> <li>• Flexible and adaptable</li> <li>• Meet deadlines and respond to unplanned situations</li> <li>• Self-motivating with the ability to multitask</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to enhance and develop skills and knowledge through Continuous Professional Development</li> </ul>	
--------------------	---	--	--