



All Hallows Catholic School

Information Pack

for

Finance Officer



All Hallows Catholic School
RECRUITMENT
✉ recruitment@allhallows.net

Welcome

Thank you for taking the time to visit us, we hope this pack provides you with the information you need, to join our **All Hallows Family**.

All Hallows is a Roman Catholic comprehensive school and Sixth Form College in the diocese of Portsmouth that serves the students and families of Surrey, Hampshire and Berkshire. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

Staff at All Hallows share our Gospel values and we are committed to using our talents to serve our students, in both their academic and spiritual lives. We believe that working together we will ensure that our students will be happy and successful in all that they do.

We look forward to welcoming you to All Hallows in the future.

Yours sincerely



Mark Baines
Headteacher



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Finance Officer

An opportunity has arisen to join the Finance Team to assist with the day-to-day financial running of All Hallows.

Working alongside the School Business Manager and two Finance Officers, the successful candidate will work with school accounting systems (Sage, PSFinancials & SIMS FMS), processing invoices, orders, performing reconciliations including payroll and managing external lettings. Advanced Excel skills are essential.

FTE salary range £29,764 - £34,164 dependent on experience and qualifications.

Pro-rata calculation:

$$\begin{array}{ccc} \text{Actual Hours Per Week} & \times & \text{Paid Weeks Per Year} \\ 37 & & 52 \end{array}$$

The position is term-time only (39 weeks per annum). Negotiable hours, 15-25 hours per week (negotiable).

Should you wish to apply, please send your CV and covering letter to Caroline Antrobus at c.antrobus@allhallows.net.

Applicants will be short-listed for interview when school reopens in September.





Job Description

FINANCE OFFICER

JOB PURPOSE

To support the day-to-day financial running of the school. The post-holder must be committed to the concepts of customer care and the need to provide a high quality service.

RELATIONSHIPS

The post holder is responsible to the School Business Manager and the Headteacher.

All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

RESPONSIBILITIES & KEY TASKS

The main responsibilities of the Post Holder are to assist as follows:

General Finance:

- Administering income and expenditure to the relevant ledger codes, cost centres, and bank accounts using the school accounting systems.
- Preparing purchase orders, and online credit card orders.
- Processing invoices.
- Preparing and processing bank reconciliations.
- Monthly payroll checks against staff budgets and preparation of payroll journals.
- Weekly reconciliation of ParentPay income.
- Management and reconciliation of numerous Excel spreadsheets containing information on school trips, lockers etc.
- Processing transfers and BACS payments via HSBCnet.
- Maintain full accounting records of the unofficial school funds and the All Hallows Farnham Charitable Trust on Sage, including administration of donors, bank reconciliations, VAT returns and annual Gift Aid claims.
- Creating invoices for services supplied by All Hallows Catholic School and responsible for subsequent credit control.
- Preparation of monthly departmental budget statements.
- Calculation of minibus mileage charges.
- Processing All Hallows Lottery income, expenditure, and prizes.
- Processing non-teacher DBS applications, and recording data on the school single list.
- General staff, supplier and parent enquiries.

Lettings:

- Managing external lettings enquiries.
- Creating invoices for all external school lettings and responsible for subsequent credit control.
- Diary management of external lettings, and correlation of all applications and insurance





Job Description

FINANCE OFFICER

KEY SKILLS

Essential skills

- Experience of working in an accounts administration role.
- Advanced Excel is essential; must be able to write complex formulae and manipulate and cross-reference data with speed and accuracy.
- Must have working knowledge of a recognised accounting software.

Desirable skills

- Experience of Sage.
- Experience of PSFinancials.
- Previous experience working in schools accounts.
- Payroll administration experience.
- Good communications skills, building internal and external relationships.

SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of our pupils in school in accordance with the Children Acts 1989 and 2004, and the Education Act 2002. All staff and volunteers must share this commitment and will be expected to undertake training as and when appropriate.

HEALTH AND SAFETY

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook.

OTHER DUTIES

Such other duties as may be reasonably allocated within the purview of the post by the Headteacher or Administration Manager.

FLEXIBLE WORKING

The post-holder is expected to provide support and administrative help in providing cover in the event of the absence of another team member.

GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Headteacher. Contracts and Administration are organised through the Finance Department.



Our Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

Our Core Values

Respect

Respecting ourselves, others and our community

We expect our students to **respect** God, themselves, others and the All Hallows Community;

Courage

Never giving up and taking on new opportunities.

We expect them to be **courageous**, to never give up and take on new opportunities;

Responsibility

Taking ownership of our actions and who we are

We want them to take ownership of their actions and take **responsibility** for themselves;

Consideration

Being thoughtful and giving our time for others

We want them to be **considerate**, by being thoughtful and giving up time for others;

Intellectual Curiosity

Using new ideas and concepts, challenging our way of thinking

We expect them to have **intellectual curiosity** by using new ideas and concepts and challenging themselves in how they think.



High Expectations

OFSTED 'OUTSTANDING'

By way of external credentials, we are rated an 'Outstanding' school both by Ofsted and by the Diocese of Portsmouth.

Delivering Excellence

Our Curriculum

All Hallows delivers a full, broad and balanced curriculum, which promotes lifelong learning as well as academic and personal achievement, alongside a spiritual education.

Students have opportunities to participate in extra-curricular activities and events to develop their interpersonal skills.



Connection

Connecting to prior learning, learning goals and big picture of learning



Activation

Building new learning and key vocabulary for learning



Demonstration

Practising, applying and challenging learning



Consolidation

Reviewing and reflecting on the success of learning

Our Practice

Lessons are planned around 4 key phases of learning. These phases are a framework for staff to help support the delivery of the features of high-quality instruction.



Staff Benefits

The Small Things Matter

- Ongoing training for all staff
- Free staff parking
- Large staffroom with free tea & coffee
- O365 free remote access
- Staff library
- Use of the swimming pool before school, and use of the fitness suite both before and after school
- Cyclescheme & Techscheme salary sacrifices
- Regular staff socials throughout the year, including Friday 'Tea & Cakes'

