



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Job Application Pack

Finance Officer (Part time 25 hours per week, term time only)

Scale 5 NJC pay spinal points 22 – 25 £20,253 - £22,212 full time salary per annum.
£11,514.89 - £12,628.68 actual salary per annum based on 25 hours per week for 39 weeks per year.



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Welcome:

Thank you for expressing an interest in a vacancy here at NUSA.

NUSA is a vibrant, improving school, conceived to offer life-changing education and opportunity to the children of its community, on the outskirts of Nottingham City. NUSA is now working in partnership with the Torch Academy Gateway Trust, which has already enabled our 2014 cohort to secure results at Key Stage 4 that went against the national trend, and improved significantly. However, there is no complacency within the academy, and all staff are committed to seeing NUSA fulfil the aspirations of its sponsors and governors.

NUSA's partnerships with the University of Nottingham and Torch allow us to offer a truly unique suite of professional development and career progression pathways. We are fully committed to the continual professional development of all staff, and we are able to offer unique opportunities through collaboration with our co-sponsors, the University of Nottingham.

Thank you for the interest you have shown in working at NUSA and I look forward to receiving your application for the Finance Officer post.

Mark Watts
Head of School



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Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Nottingham University Samworth Academy and the tremendous opportunities this school offers the young people of Nottingham.

Our partnership with Nottingham University Samworth Academy began in November 2013, and we have made enormous progress in developing standards across the school. We are dedicated to ensuring that every pupil receives the best possible provision.

We will deliver the community's vision of an outstanding school providing the highest standards of education and care for all children in the local area. We have a proven track record of delivering outstanding education for young people. Our flagship school, Toot Hill, is currently rated 'outstanding' by Ofsted and is in the top 2% of all schools nationally for pupil progress.

The trust is a growing and dynamic multi-academy group based in the East Midlands. We pride ourselves on extensive staff development, progressing and supporting employees to ensure that staff are constantly striving to improve.

Thank you for showing an interest in working at the Nottingham University Samworth Academy and we look forward to receiving your application.

John Tomasevic

CEO of the Torch Academy Gateway Trust



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Application Details

Thank you for your interest in the Finance Officer (P/T) vacancy at Nottingham University Samworth Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Cate Holmes, Human Resources Officer which clearly demonstrates your suitability for this role. Applications can be submitted via email to recruitment@nusa.org.uk or by post, for the attention of Cate Holmes, to the following address:

NUSA
Bramhall Road
Bilborough
Nottingham
NG8 4HY

Application forms

These can be downloaded from the school website www.nusa.org.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 12.00noon on the closing date of Friday 13 March 2015.

Interview:

Interviews for the role will be held week commencing Monday 23 March 2015. If you have not heard from us within 3 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

NUSA is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description –

NOTTINGHAM UNIVERSITY
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	Department: Administration
Post: Finance Officer (part time, 25 hours per week term time only)	Date of Issue: February 2015
PART A	

General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people.

PART B

Specific Responsibilities:

- 1 The specific responsibilities of this post are shown below. These duties and workload are self-managed (i.e. planned and prioritised) and are undertaken within required timescales:
 - To process financial transactions on the purchase ledger on a prompt and accurate basis and balance the purchase ledger to the purchase ledger control account in the nominal ledger on a monthly basis.
 - To process financial transactions on the sales ledger on a prompt and accurate basis and balance the sales ledger to the sales ledger control account in the nominal ledger on a monthly basis.



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- To process bank account transactions on a prompt and accurate basis and support reconcile the bank account on a weekly basis.
- To work with the related systems such as parent pay, clothing allowance, bursary funds to ensure that payments are promptly made and robust documentation is maintained.
- To process petty cash transactions on a prompt and accurate basis and support the finance manager to balance the petty cash control account on a monthly basis.
- To ensure that VAT is properly recorded on all purchase and sales transactions
- To ensure that all suppliers added to the purchase ledger are bona fide and that invoices are paid on a prompt basis
- To ensure that reconciliations are carried out on a regular basis to statements from suppliers and that all differences are fully investigated
- To ensure that cash is collected from customers on a prompt basis and action is taken over non-payment of invoices.
- To file and maintain robust documentation to validate all financial transactions.
- To follow all the documented financial procedures and controls in place and suggest improvements when required.
- Assist in the closure of accounts at month end and year end.
- Prepare VAT returns and reconciliation on a monthly basis.
- Inputting journal entries for photocopier usage to budget cost-centres within the accounting system.
- Overseeing existing sources of income to ensure that appropriate payments are received
- Prepare Debtor and Creditor Control account reconciliations.
- Monitoring the Purchase card scheme, processing journals as requested.
- To provide support to all staff who access the Corero finance system to enter orders and deal with queries.
- To work with the auditors to provide them with robust information upon request.
- To provide a range of administrative support to the Finance manager on an ad hoc basis.
- You may be asked from time to time to undertake other tasks that are considered to be relevant to your position.



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Nottingham University Samworth Academy

PERSON SPECIFICATION

Job Title: FINANCE OFFICER (Part time)

	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none">• GCSE Grade C or above in Math's and English or equivalent• AAT Qualified or equivalent experience	
Knowledge	<ul style="list-style-type: none">• Basic accounting principles• Good numeracy and literacy	
Skills	<ul style="list-style-type: none">• Excellent communication skills.• ICT skills to manage the requirements of the post with confidence• High level of organisational skills• Attention to detail and accuracy	<ul style="list-style-type: none">• Experience using Corero Financial Software
Experience	<ul style="list-style-type: none">• Has worked in a finance team in a medium sized organisation.• Proven interpersonal skills and the ability to work co-operatively in a team setting.• Using financial software	<ul style="list-style-type: none">• A good track record of recent professional development• Experience working in an Academy
Personal Qualities	<ul style="list-style-type: none">• Ability to demonstrate enthusiasm and sensitivity while working with others• Creativity, flexibility and innovation	



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	<ul style="list-style-type: none">• Reliability under pressure• Ability to work as part of a team	
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Overview of the Trust

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

Overview of the School

Ethos

The Nottingham University Samworth Academy has a very clear and distinctive ethos. Our culture is highly aspirant, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We explicitly promote leadership skills and offer a range of opportunities for students to take an active role in developing and improving their school. We have a clear message to guide all students in their daily lives; Work hard, be kind.

Achievement

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our schools within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.



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Curriculum

At the Nottingham University Samworth Academy Key Stage 3 students study a two-year programme that covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, technology and PE supplement the core curriculum.

About the School

The Nottingham University Samworth Academy opened in 2009. Primarily serving the residents of Bilborough, the school is housed in a stunning, state-of-the-art building, with excellent resources.

The academy is the product of a partnership between the University of Nottingham and the Samworth Trust.

In November 2013 the Torch Academy Gateway Trust began working with the Nottingham University Samworth Academy Trust to help develop the school further, ensuring the very best outcomes for all its students.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff will be subject to an enhanced DBS check.

The School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.