



Notting Hill & Ealing High School

2 Cleveland Road, Ealing London, W13 8AX

Tel: 0208 799 8400 - Email: recruitment@nhehs.gdst.net

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Finance and Budget Officer

Notting Hill and Ealing High School

NHEHS is a leading independent, selective girls' school located in Ealing, West London. Founded in 1873, we recently celebrated our 140th birthday, the school has always been a leader in education for girls enjoying a reputation for academic excellence at both the junior and senior levels. We teach approximately 900 girls aged 4-18. There are 300 girls in the Junior School (4-10+) and 600 girls in the Senior School, of whom about 150 are in the sixth form.

The school is very highly regarded particularly for the way in which it achieves outstanding results within an exceptionally warm and supportive community of pupils, staff and parents in which learning in its widest sense flourishes. We prepare girls to take advantage of all the opportunities which life offers them, fostering a sense of pleasure, and enjoyment in everything they do, while learning to understand and contribute to the wider community.



It is a very friendly place to work and you will be joining a school in which teaching and support staff enjoy working effectively alongside each other. In addition, you can expect to benefit from the security, resources and development opportunities which come with working for one of the 26 schools which make up the Girls' Day School Trust, the UK's largest organisation of independent schools. We offer:

- the opportunity to work with highly motivated, talented staff and pupils
- commitment to professional development
- a convenient location in Ealing, with excellent transport links.

Closing Date: Monday 15th August 2016 (by 12 midday)

Interviews will be held on Monday 22nd August 2016.

Notting Hill & Ealing High School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. Applications will be considered only from candidates who are eligible to work in the UK.

Girls' Day School Trust: Job Description

Role:	Finance and Budget Officer
Status:	Full Time, Permanent. 36 Hours per week (9.00am – 5.00pm negotiable)
Job Purpose:	To assist with the maintenance of the school accounting systems within the overall legal and regulatory framework and in accordance with GDST and school policies and procedures. To oversee GDST Enterprises within the School.
Accountable to:	Director of Finance & Operations.
Accountabilities:	<p>1. Management of Resources and Administration:</p> <p>a. Operate the school's financial accounting and administration systems in accordance with GDST accounting procedures, and using the specified automated financial management system (PS Financials) to ensure that adequate records are maintained, that all expenditure delegated by the GDST to the school is properly controlled in relation to the approved budget, and that any problems are brought immediately to the attention of the Director of Finance & Operations.</p> <p>b. Assist the Director of Finance & Operations to prepare the School's annual expenditure budget in accordance with GDST guidelines and give financial advice and information to budget holders.</p> <p>c. Monitor expenditure against budgets at specified intervals (including staff costs when required), produce and present reports, financial summaries and returns as required by the Head and Director of Finance & Operations to inform decision-making.</p> <p>d. Assist in the preparation of monthly, annual and periodical returns and claims, including VAT returns, for Trust Office as required.</p> <p>e. Ensure that the school and GDST databases are updated regularly to enable data retrieval to provide accurate and effective reporting as and when required.</p> <p>f. Oversee the school and GDST purchase invoice system (COMPLEAT) resolving issues and queries from Requestors and Purchase Order Approvers.</p> <p>g. Keep under constant review COMPLEAT purchase orders for goods and services to the school, ensuring 'best value for money' by applying an annual review of quotations for all services and suppliers.</p> <p>h. Undertake end of month, mid-year and end-of-year school procedures including accruals and pre-payments.</p> <p>i. Assist the Director of Finance & Operations to prepare the spring budget forecast (update of annual budget).</p> <p>j. Keep procedures and practices under review to ensure that they meet the school's needs and contribute to the smooth running of the school.</p>

	<p>k. Maintain and update the school Inventory / Fixed Asset register.</p> <p>l. Undertake specific additional duties which may be required according to local circumstances, for example:</p> <ul style="list-style-type: none"> i. Undertake checks of canteen cashiering. ii. Management of finance for the after school club. iii. Oversee issue of invoices at required intervals for GDST Enterprise Lettings and provide reminder statements to hirers as required. <p>2. Leadership & Management:</p> <p>a. Reinforce and foster a service orientated, 'can do', approach and a culture of support within the Support team, ensuring that there are mutually supportive working relationships between academic and support staff.</p> <p>3. Training & Development of self and others:</p> <p>a. Regularly review own practices, set personal targets and take responsibility for own self-development.</p> <p>b. Ensure that training needs of staff for which responsible are identified, appropriately met, and that all members of staff are active in their own personal and work-related development.</p> <p>c. Provide on-site induction and training for school based staff in order to ensure compliance with procedures and efficient and effective use of financial resources.</p> <p>d. Developing and training staff on the new purchase ordering system.</p> <p>e. Developing and training staff on a new online payment system.</p> <p>f. Dealing with the financial administration of trips and the After School Club.</p> <p>g. First point of contact for staff for any issues experienced using the new systems / procedures.</p>
<p>General Requirements:</p>	<p>4. All school staff are expected to:</p> <p>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</p> <p>b. Contribute to the school's programme of extra-curricular activities.</p> <p>c. Support and contribute to the school's responsibility for safeguarding students.</p>

	<p>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.</p> <p>e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</p> <p>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <p>g. Engage actively in the performance review process.</p> <p>h. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.</p> <p>i. Undertake other reasonable duties related to the job purpose required from time to time.</p>
Review and Amendment.	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

BUDGET & PROCUREMENT OFFICER - PERSON SPECIFICATION

Skills Required:

Ability to communicate effectively, both verbally and in writing, with colleagues, school based staff, suppliers and contractors. Excellent interpersonal skills.	Essential
Experienced with PS Financials automated accounting, COMPLEAT Purchase Order system (or similar). Confident in the use of computer packages including MS Word, Excel and Outlook.	Essential
Excellent numeracy skills with the ability to analyse and present statistical information with confidence.	Essential
Ability to understand, interpret and communicate financial information.	Essential
Ability to operate, monitor and maintain systems for effective budget management.	Essential
Excellent organisational and time management skills with the ability to prioritise.	Essential
Ability to work on own initiative and react to competing demands.	Essential
Ability to work to deadlines, applying proactive time management strategies.	Essential

Knowledge Base:

Experience of: 1. General Ledger 2. Purchase Ledger 3. Sales Ledger 4. Expenses Ledger 5. Bank Reconciliations 6. Procurement	Essential
Experience of working with databases	Essential
Internal accounting and budget management	Essential

Qualifications / Attainment:

	Level	
Accountancy /Financial qualification ie Association of Accounting Technicians or equivalent.	Full ATT	Desirable
Training on Accounting software, ie PS Financials / SAGE or equivalent.	Intermediate	Essential
Experience in using SIMS (or similar MIS database), Payroll Software applications or equivalent	Intermediate	Desirable

Experience:

Experience of working in a finance or accountancy environment.	Essential
Proven experience in successfully operating financial database and spreadsheet packages in a commercial/educational environment.	Essential
Experience of finance analysis and reporting in a business environment.	Essential
Able to demonstrate from past experience the ability to construct business cases and costing analysis.	Desirable
Have experience in supporting and advising budget holders in the management of budgets.	Desirable
Experience of working in an educational environment which demonstrates post holder's ability to work with teaching staff and interaction with pupils.	Desirable

Attitude / Approach:

Absolute honesty and impeccable financial and personal integrity.	Essential
Calm, flexible, approachable aptitude.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Ability to work under pressure.	Essential
Demonstrate commitment to the improvement and development of own performance.	Essential
Have the confidence to train and advise school based staff on aspects of Local Financial Management.	Essential

Further details:

The Finance & Budget Officer will report to the Director of Finance and Operations and salary will be in the range £ 28,000 - £ 32,000 subject to experience.

This is a full time appointment (all year round), working 36 hours per week.

The GDST has a defined contribution pension scheme.

A free lunch is available (term time only).

30 days' holiday in addition to the normal 8 public holidays.

The school offers a reduction on tuition fees for daughters of employees (conditional upon successful completion of a probationary period and subject to the usual entry requirements).

The GDST offers a programme of advice, support and training to the growing number of Alumnae Relations and Development staff employed in GDST schools. There are opportunities for these staff to meet formally but they are also make up a highly useful network for informal exchange of ideas and experience.

Application

To apply for support vacancies applicants must send:

- a completed application form and equal opportunities monitoring form (available below)
- a detailed CV
- the name, email address and telephone numbers of two professional referees

Applicants must please ensure that they read the relevant job description and provide evidence of any relevant and suitable qualification, experience, or further training required for the role.

Completed applications should be sent to:

Ms Lucinda Hunt, Head
Notting Hill & Ealing High School
2 Cleveland Road, London W13 8AX
or may be emailed to: recruitment@nhehs.gdst.net

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service.

[Application Form](#)
[GDST Support Staff Pay Leaflet](#)