



# Senior Finance Officer

37 hours per week | Term-time + 15 days during school holiday



# Senior Finance Officer

Salary: Grade 5, £23,541 - £27,041

Actual Working Weeks Salary: £21,503 - £24,700

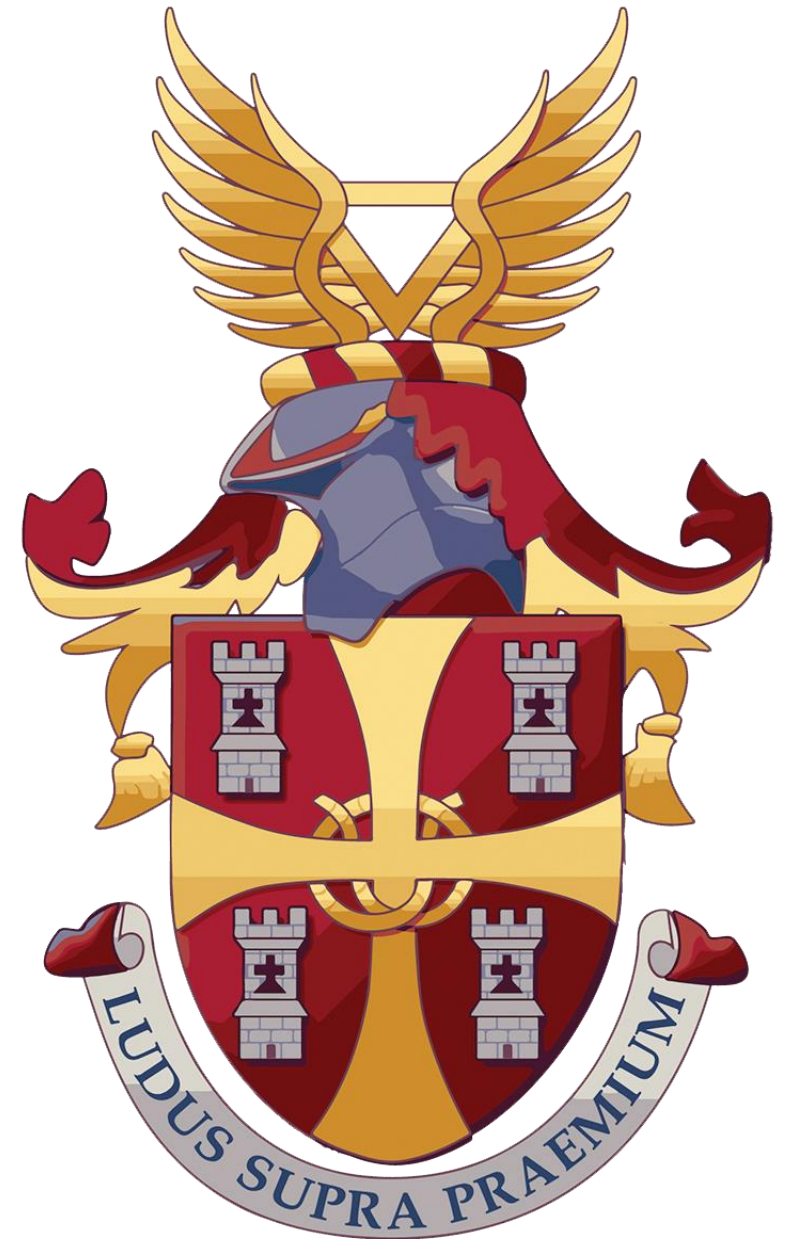
Required: As soon as possible

We are looking for an experienced Finance Officer to join our team and lead the Finance Team, working alongside the Business Manager.

We offer professional support and career development opportunities. We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at [recruitment@wghs.org.uk](mailto:recruitment@wghs.org.uk)

Closing date for applications: 9am on Wednesday 19<sup>th</sup> January 2022







# Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving four successive "Outstanding" inspections. Indeed, the school was awarded this highest rating in every category in each of the two most recent inspections. In November 2017 we were also awarded the Sunday Times West Midlands Secondary State School of the year award.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: *Ludus Supra Praemium* (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life

**Mrs Trudi Young**  
Headteacher





# Ludus Supra Praemium

*"the game before the prize"*

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!







# Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (103). We currently have no students eligible for Catch Up Funding and we have one, Looked After Child.

We have 27 students on SEN support code (K).

The proportion of students from ethnic minority groups is 70% with Indian students making up 37% and 19% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



# Our Staff

We have 106 staff; 62 teachers of whom 27 are part-time; and 44 support staff. There are 16 Curriculum Leaders and 4 House Leaders. The Senior Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 1 Senior Assistant Headteacher and 1 Assistant Headteacher.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

# Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. We have recently benefited from an £8million BSF investment updating facilities across the school and extending our facilities to include new science laboratories, new art rooms, new lecture theatre and a £2.3 million ESFA investment for new sixth form social and study facilities. All Sixth Form students are issued with a one-to-one device to support their learning.

Work has commenced on an additional ESFA, £3.4 million funded project. This will include provision of four new science laboratories and refurbishment of two others.



# Job Description

## Senior Finance Officer

### Purpose and Responsibilities

To lead the Finance Team and assist the Business Manager to ensure the smooth and efficient operation of the school's business and finance functions

### Responsibilities and Accountabilities

#### Accounts

- Authorise orders on all school accounts
- Enter/authorise sales invoices/credit notes in line with current financial procedures manual
- Enter income receipts and match to invoices where appropriate
- Make payments as appropriate to suppliers on all school accounts
- Reconcile and process Debit Card and Direct Debit payments
- Count cheques and money to be banked and complete the banking process
- Complete the monthly bank reconciliations and other month end operations
- Enter petty cash payments to the financial management system and reconcile petty cash account.
- Manage specific areas i.e. shops and trips etc which pass through the Main Account
- Ensure school trip accounts are reconciled following completion of the trip

#### Music Tuition

Working with the Finance Officer to oversee the music tuition accounts:

- Assist with the collation of information for annual music tuition charges
- Authorise the invoices on the school finance system
- Reconcile the monthly bank statements





# Job Description

## Senior Finance Officer

### School Fund Donations

- Oversee collection of parent donations through Parentpay
- Download standing orders from the bank
- Ensure Gift Aid records are maintained and complete the annual Gift Aid return

### Parent Pay

- Manage ParentPay including downloading collection service invoices and reports, match receipts to invoices
- Enter income journals / cash book entries
- Manage internet refunds
- Liaise with the Admin department to ensure items are available on ParentPay, reports downloaded and check finance information for relevant trips.

### Inventory

- Maintain the school's inventory keeping it up to date when new purchases are made and items are disposed of.

### Leadership and Management

- To line manage members of the finance team
- To allocate tasks across the finance team in line with the Financial Procedures Manual and provide guidance and support
- To arrange and provide professional development, induction and training

### Box Office

- To manage School Box Office for any school productions

### Information Sharing

- Provide financial data and monthly budget information to Curriculum Leaders and other budget holders
- Assist the Business Manager to calculate and issue annual departmental allocations





# Job Description

## Senior Finance Officer

### Project Work

- Assist the Business Manager as required for specific projects.

### Contribute to the smooth running of the Finance Team by undertaking the following general tasks:

- Collect petty cash from the bank
- Contribute to the security register of instruments
- Complete surveys and statistical reports
- Maintain accurate records
- Ensure the financial regulations are upheld at all times with a view to securing best value for money
- Assist with Parentpay, School Box Office and general student queries
- Receive, check and arrange for the delivery of goods to appropriate areas of the School
- Assist the Business Manager with other duties as required
- Such other duties as may be reasonably allocated from time to time by the Headteacher.

### Expectations of the Post Holder:

- Ensure that all WGHS policies are adhered to.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Be committed to professional development, internally and externally specifically related to the WGHS or the post.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required your Line Manager, Deputy Headteacher or the Headteacher.
- Undertake responsibilities for safeguarding and protecting the welfare of students and staff.
- To comply with and promote all various codes of practice within which the school operates and upon which its ethos and core values are based.





# Job Description

## Senior Finance Officer

### Other

- Any other duties appropriate to the grade of the post, subject to any reasonable adjustments under the Equality Act.

### Annual Holiday:

This post is a term-time plus post and the fifteen days will be worked to suit the needs of the team; this is likely to be during the summer holiday period, including the end of August. In addition up to ten days leave may be taken during term time and a corresponding number of days worked during the School holidays, by prior arrangement with the Headteacher. This will assist with ensuring that the Finance Office is staffed throughout the holidays.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.





# Person Specification – Senior Finance Officer

Area	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified to GCSE level.</li> <li>• Extended experience in one post.</li> <li>• Evidence of employment in a position of responsibility.</li> <li>• Accurate and efficient Word Processing skills.</li> <li>• Proficient in use of Excel.</li> <li>• Able to use a range of ICT, including e-mail and the internet.</li> <li>• Able to work independently and to use own initiative.</li> <li>• Able to work to, and to meet, deadlines.</li> <li>• Experience of managing a team of people and delegating tasks.</li> <li>• Able to focus within a very busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to A Level.</li> <li>• Experience of SIMS.Access Education Finance System.</li> <li>• Experience of ParentPay.</li> <li>• Experience of working in a school environment.</li> </ul>
<b>Interpersonal Skills</b>	<p>The Senior Finance Officer should be able to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively both orally and in writing with staff, students, parents and outside agencies.</li> <li>• Support and work as part of a high performing team.</li> <li>• Develop good relationships with staff and others.</li> <li>• Be approachable and adaptable.</li> <li>• Deal sensitively and confidentially with people.</li> <li>• Organise and prioritise.</li> <li>• Seek advice and support when necessary.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Consistent in approach.</li> <li>• Quick thinking, flexible and willing to adapt to changing circumstances.</li> <li>• Resilience, enthusiasm, energy and vigour.</li> <li>• Honesty, reliability, integrity and commitment to the success of the school.</li> </ul>	



# Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



No student or class data collected for data's sake



Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



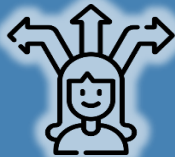
A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time



A fitness suite available for staff use



Opportunities for career development



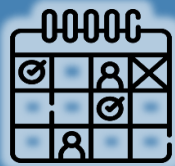
Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time



Counselling service free to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



**Your wellbeing matters.**  
The school is committed to prioritising and promoting staff wellbeing.



**Wellbeing is a shared responsibility.**  
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



## How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to [recruitment@wghs.org.uk](mailto:recruitment@wghs.org.uk)

***This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK.***

