

FINANCE OFFICER CANDIDATE PACK



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WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Finance Officer vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

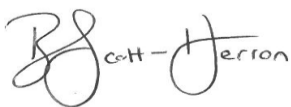
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron
Headteacher



SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 6 Primary Academies, 7 Secondary Academies and one 6th Form Academy/College.

- Appleton Thorn Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Broomfields Junior School
- Dallam Community Primary School
- Great Sankey Primary School
- Meadowside Community Primary School
- Padgate Academy
- Penketh High School
- Penketh South Primary School
- Priestley College
- Sir Thomas Boteler Church of England High School
- South Wirral High School
- The Sutton Academy

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

“THROUGH GOD, WE CARE”

WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS
BOTELER**
CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

PART
OF
THE



THE
CHALLENGE
ACADEMY
TRUST

OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

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SERVE | CHALLENGE | EMPOWER

JOB DESCRIPTION

| | |
|------------------------|--|
| POST: | Finance Officer |
| SALARY RANGE: | Grade 5 Points 8-14 (£26,824-£29,540) |
| RESPONSIBLE TO: | Business Manager |

JOB PURPOSE

The Finance Officer will be responsible for the effective day-to-day financial operations of the school, providing high-quality financial administration and support to all staff. The post holder will ensure accurate financial management, compliance with relevant regulations, and efficient service delivery. They will actively support and fully subscribe to the vision and values of Sir Thomas Boteler Church of England High School.

GENERAL RESPONSIBILITIES

- Process purchase orders and maintain the purchase ledger, supporting budget holders to achieve best value in the procurement of goods and services.
- Prepare routine and ad hoc financial reports for internal budget holders, and assist the Business Manager in producing reports for the Governing Body and Boteler Trust.
- Manage the school credit card system and coordinate fortnightly BACS payment runs, including VAT reconciliation and recovery processes.
- Support month-end and year-end financial procedures and closedown in collaboration with the Trust's Finance Cluster Manager, and assist with annual budget preparation.
- Provide accurate and timely financial information, documentation, and responses to queries from auditors and the Trust's accountants via the Finance Cluster Manager.
- Monitor expenditure against budgets alongside the Finance Cluster Manager, highlighting and reporting significant variances as required.
- Administer the school petty cash system, ensuring sufficient funds are maintained.
- Contribute to the preparation of cashflow forecasts in collaboration with the Trust's Finance Cluster Manager.
- Maintain pecuniary interest records and authorised signatory lists, ensuring annual updates are completed.
- Reconcile bank accounts for both official and school funds.
- Process and record all income received by the school, ensuring timely banking and reconciliation.
- Book transport for educational visits, sports fixtures, and other school-related activities as required.
- Manage the sales ledger, including raising invoices, issuing statements, and implementing debt recovery procedures when necessary.
- Ensure monthly financial processes are completed on time to support management accounts and reporting cycles.

- Support the wider school team in use of IMP Planner, including working with the business manager and cluster finance manager, and providing ad hoc analysis to key stakeholders to support decision making
- Support the implementation of financial policies and procedures in line with ESFA requirements, the Academies Financial Handbook, Academies Accounts Direction, and TCAT Financial Regulations.
- Undertake any other duties appropriate to the role as directed by the Business Manager.

SPECIFIC RESPONSIBILITIES

- Ensure all financial documentation is correctly filed and archived for a minimum of six years plus one and arrange secure disposal after seven years.
- Set up new creditor and debtor accounts on the finance system and request new ledger codes from the Finance Cluster Manager when required.
- Support staff and trip leaders with the financial planning and administration of educational visits.
- Administer the school's online payment system (iPay), ensuring accuracy and functionality.
- Process financial journals relating to payroll, looked-after children (LAC) income, and ESFA funding.
- Monitor reprographics accounts and associated charges.
- Liaise with suppliers and manage stock control for school uniform, including ties.
- Maintain and update key financial monitoring spreadsheets, including contracts, utilities, and cover tracking systems.

CONTEXT AND KEY CHALLENGES

- The role requires delivering a high-quality financial service to a wide range of stakeholders while managing frequent queries in person, by phone, and via email.
- The post holder must ensure strict adherence to financial deadlines and compliance with all relevant regulations and audit requirements.
- The ability to work effectively as part of a small finance team, including remote colleagues within the Trust, is essential.
- A calm, professional, and solution-focused approach must be maintained at all times, particularly under pressure.

KEY KNOWLEDGE & SKILLS:

Qualifications

- Minimum of 5 GCSEs (or equivalent), including English and Mathematics.
- Relevant professional qualification in Finance, Accounting, or Business Management or qualified by experience.

Experience

- Experience working in a financial administration or finance support role, ideally within the public sector and preferably within education.
- Experience using financial management systems such as Civica Financials or equivalent platforms

Skills

- Strong interpersonal skills with the ability to influence, persuade, and demonstrate emotional intelligence.
- Excellent verbal and written communication skills, with the ability to handle sensitive matters and make decisions under pressure.
- Strong organisational skills with the ability to manage workload, meet deadlines, and work with minimal supervision.
- High level of proficiency in Microsoft Office, particularly Excel.
- Ability to work effectively as part of a team in a collaborative environment.
- Excellent keyboard and data entry accuracy skills.

Responsibilities

- Ensure financial information for budget holders and senior leadership is prepared accurately and ahead of deadlines.
- Respond to all finance-related queries promptly, professionally, and to a high standard.
- Act as a positive role model in all aspects of work, including:
 - Professional relationships with pupils, parents, colleagues, and the wider community
 - Conduct, appearance, punctuality, and attendance
 - Commitment to work/life balance and continuous professional development
 - Maintaining confidentiality at all times

MAJOR DIMENSIONS

The Finance Officer will work as part of a small on-site finance team, alongside a colleague and in close collaboration with the wider TCAT Central Finance Team. The role also involves indirect liaison with all school staff, ensuring effective financial support across the organisation.

The post holder will engage with a wide range of stakeholders, including:

- **Internal stakeholders:** All members of staff, pupils, and Governors
- **External stakeholders:** Parents/Carers, TCAT staff, Local Authority staff, members of the public, colleagues from other schools, suppliers, and contractors

EVENTS TO ATTEND

- Finance meetings both on site and at other TCAT locations including the PDC.
- Open Evening
- Other school events and meetings as directed by the Headteacher

ADDITIONAL INFORMATION

The duties outlined in this job description are in addition to those covered by the latest Local Government Pay and Conditions Document. This job description may be reviewed and modified by the Headteacher to include responsibilities commensurate with the salary and job title, in line with the evolving needs of the school.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| TRAINING AND QUALIFICATIONS | | |
| 5 GCSEs A-C or equivalent including English and Maths | ✓ | |
| Professional qualification in Finance or Business Management | | ✓ |
| Willingness to participate in relevant training and development opportunities | ✓ | |
| ICT capability with a thorough knowledge of Microsoft Office, especially Excel skills | ✓ | |
| FAITH STATUS | | |
| Committed to implementing the school's Christian mission statement | ✓ | |
| Actively involved in the life and worship of a church, as recognised by churches Together in England | | ✓ |
| EXPERTISE | | |
| Experience of working in a finance background | ✓ | |
| Experience of working in the public sector, especially a school or education environment | | ✓ |
| Experience of Civica Financials or other financial management software | ✓ | |
| Ability to build and maintain effective working relationships internally and externally | ✓ | |
| Ability to promote a positive ethos | ✓ | |
| Ability to work effectively in a high-pressure environment | ✓ | |
| KNOWLEDGE AND UNDERSTANDING | | |
| Knowledge of Data Protection and GDPR principles | ✓ | |
| Excellent written and verbal communication skills | ✓ | |
| Understanding of Microsoft Office | ✓ | |
| Awareness of inclusive education principles | ✓ | |
| Understanding of dynamics of a school community | ✓ | |
| Understanding of the wider context in which the school operates | ✓ | |
| Ability to work to tight deadlines | ✓ | |

PERSONAL SKILLS AND ATTRIBUTES

| | | |
|--|---|--|
| Excellent attendance | ✓ | |
| Excellent punctuality | ✓ | |
| Committed to inclusive education | ✓ | |
| Excellent decision-making skills | ✓ | |
| Excellent communication and listening skills | ✓ | |
| Able to work independently | ✓ | |
| Excellent interpersonal skills | ✓ | |
| Able to work as part of a team | ✓ | |
| Show clear understanding and practice honesty, integrity and confidentiality | ✓ | |
| Reliability | ✓ | |
| Ability to work flexibly and to manage time effectively | ✓ | |
| Able to reflect and learn from experience/feedback | ✓ | |
| Resilience | ✓ | |
| Willingness to take part in first aid qualification | ✓ | |

**‘ALL SCHOOLS SHOULD BE LIKE BOTELER.
I HAVE WITNESSED/EXPERIENCED WHAT IT TRULY MEANS TO
ENABLE ALL STUDENTS TO ACHIEVE SUCCESS; TO MAKE REAL,
GENUINE CHANGE THAT STARTS WITH A COMMITMENT NOT TO LET
ANY CHILD SLIP THROUGH THE NET.’ - LIZZIE HAZELDINE, STUDENT TEACHER**

APPLICATION PROCESS

Please visit our school website vacancy page to apply online www.boteler.org.uk/vacancies

If you have any questions regarding the vacancy, please contact:

Miss Jenny Muckley
HR Manager/Headteacher's PA
Sir Thomas Boteler Church of England High School
Grammar School Road
Warrington
Cheshire
WA4 1JL

Telephone: 01925 636414

Email: jmuckley@boteler.org.uk

WWW.BOTELER.ORG.UK/VACANCIES





SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE



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