

# Federation of Westminster Special Schools & Bi-Borough Inclusion Service



## Federation Senior Finance Officer Candidate Information Pack



## About the Federation

The Federation created in 2012 has two special schools College Park School and Queen Elizabeth II Jubilee School. College Park School is expanding and currently operates on four sites within Westminster. Queen Elizabeth II Jubilee School currently operates on one site but it is anticipated that a satellite at a nearby mainstream school will be developed. The Bi-Borough Inclusion Service provides specialist advice., support and training to mainstream schools in Westminster and Kensington and Chelsea. The service consists of specialist advisory, teachers, SEN occupational therapists and Service development Officer. The service is based on a separate site in Westminster. Both schools were inspected by Ofsted in 2022 and both were graded “Good”

We also have Kennet West Skills Centre which is located on the same site at Queen Elizabeth II Jubilee School. The provision at the skills centre is managed and delivered by Westminster Kingsway College as an extension of the college providing places for students with complex learning needs. The co-location of this provision provides a unique opportunity to work closely with the college so that students are provided with a supported pathway into further education with an appropriate curriculum that meets their needs. The skills centre has students from the Federation, Westminster and neighbouring boroughs.

The Federation provides high quality specialist provision for children and young people aged 4 – 19+. At College Park School we cater for children and young people with Autism. Queen Elizabeth II Jubilee School caters for children and young people with severe learning difficulties/Profound and Multiple learning difficulties.

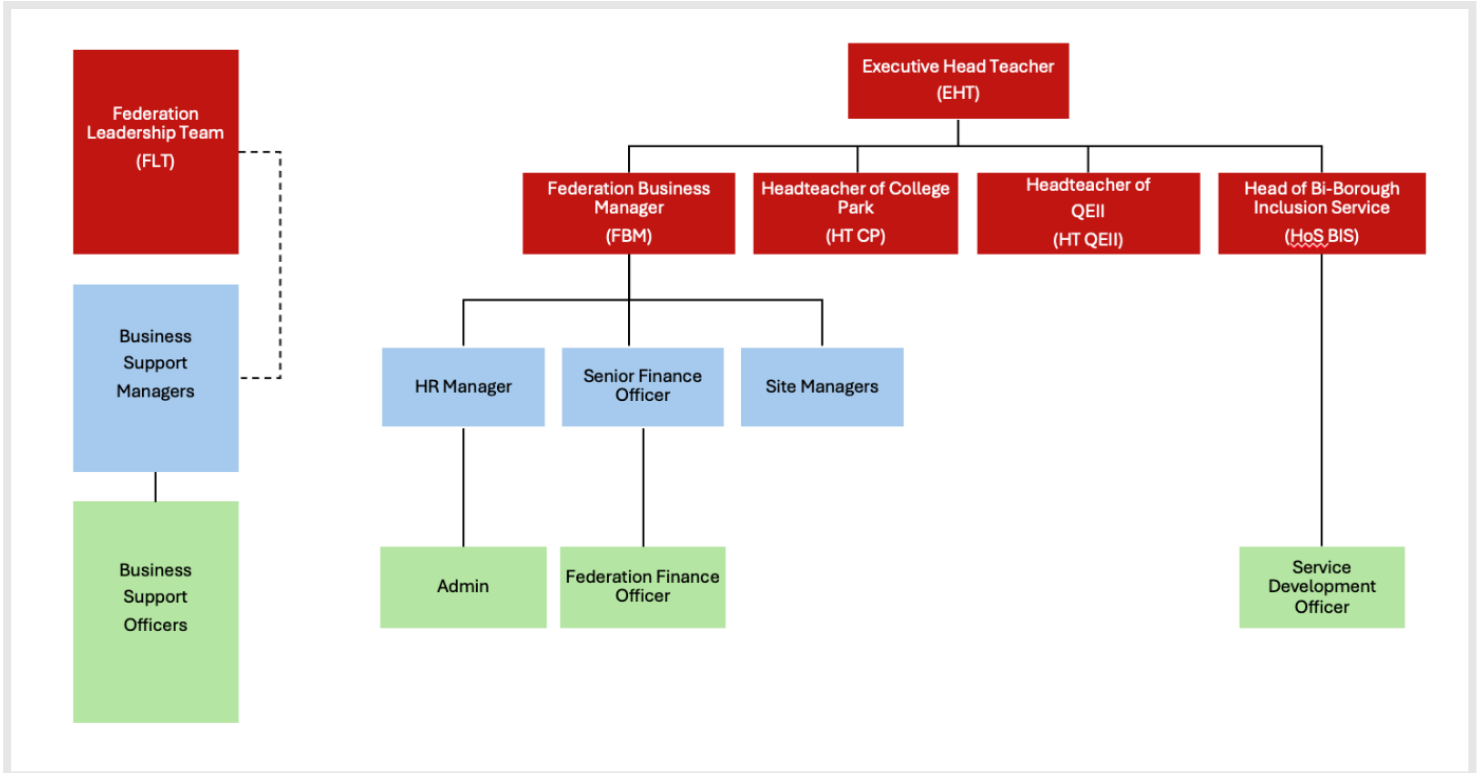
We are passionate about ensuring all our children and young people receive the best opportunities we can provide. All have their own personal learning programmes set within a needs-led, integrated curriculum. By using a primary model of delivery, our class-based staff are able to really get to know the children, young people and their families, enabling us to work effectively in partnership to support their learning needs.

Both of the schools are based in modern buildings. Being located in Westminster provides our pupils with a wealth of opportunities to experience and learn a range of life skills within busy communities. It also supports our SMSC curriculum by enabling access to a richness of cultures and diversity. All our staff are dedicated to ensuring the best for all pupils they work with and recognise that the Federation will offer pupils and themselves new opportunities to develop skills, experience and knowledge.

This is an exciting time to be a member of the Federation Team. Business support plays a key part in supporting the Federation and the quality of the provision we provide for our children, young people and staff



## Our Leadership and Business Support Structure



## Job Description

<b>Job Title:</b>	Federation Senior Finance Officer
<b>School:</b>	Cross-Federation
<b>Pay range:</b>	WCC Band 4 £53,109- £62,457
<b>Responsible to:</b>	Federation Business Manager
<b>Responsible for:</b>	Federation Finance Officer
<b>Hours:</b>	Full Time or Term Time Only will be considered.
<b>Holiday</b>	30 days annual leave – if all year round

### Main purpose:

The Federation Senior Finance Officer is a member of the Federation Business Support Team and is responsible for providing an efficient and effective finance support function aligned to the Federation's aims and strategic priorities.

### Duties and Responsibilities:

#### Financial Management

- Work in close collaboration with the Federation Leadership Team (FLT) and Federation Business Manager (FBM), providing support on all operational financial matters across the Federation
- Support the day today financial management of the Federation, ensuring accurate and complete records of all income and expenditure
- Provide support to the FBM in ensuring compliance, meeting statutory and regulatory deadlines and requirements
- Support opportunities for income generation across the Federation including raising additional resources and funds through submission of grant bids working in liaison with the FWSS charity
- Be responsible for Payroll, Purchase Ledger, cash book/Billing and Monthly reconciliations
- Monitor, review and develop policies, systems and procedures to support an effective finance operation.
- Advise Federation Headteachers and the Head of BIS in managing their budgets, holding regular monitoring meetings and providing information about income and expenditure.
- Support the FBM in developing and maintaining relationships with key stakeholders e.g., external auditors, Responsible Officer and other various external bodies, including Federation bankers, HMRC and other service providers
- Attend FLT and Governors' meetings as required reporting on and delivering presentations in relation to key financials.
- Line manage Federation finance officer providing ongoing support feedback and professional development.

#### Finance Support

- Undertake banking arrangements and payment runs
- Provide VAT accounting and associated documentation

- Prepare documentation and analysis for financial audits
- Support the month end and year end close; assist in budget preparation
- Issue budget and expenditure reports to budget holders
- Manage and follow up debtors particularly other LAs and where we have agreements
- Maintain current and archive files
- Process insurance claims and invoices in a timely manner

### **Payroll**

- Co-ordinate all matters related to payroll and pensions
- Oversee the preparation of monthly payroll.
- Process starters/leavers, changes to role, grade or pay, liaising with HR & admin manager
- Prepare net BACS salary transfer.
- Input monthly journal payroll costs to nominal ledger

### **Purchase Ledger –**

- Oversee/Undertake duties relating to purchase orders and online purchases
- Oversee/Register and distribute invoices to budget holders for authorisation
- Oversee Federation wide batch and code authorised invoices
- Oversee/Prepare BACS payment list
- Oversee/Reconcile/analyse and post journals as an when required
- Oversee/Maintain the supplier database

### **Cash Book/Billing/Monthly Reconciliations**

- Undertake monthly bank reconciliations
- Raise sales invoices as required

Undertake any other duties commensurate with the level of this post as required to ensure the efficient and effective running of the Federation

## **Safeguarding Children and Safer Recruitment**

The Federation is committed to safeguarding and promoting the welfare of children and young people as required by the Education Act 2002 and taking account of “Working Together to Safeguard Children” and “Keeping Children Safe in Education”. The Federation expects all staff and volunteers to share this commitment.

*This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change, either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.*



### Person Specification

<b>A.</b>	<b>Qualifications/Training</b>	<b>Essential / Desirable</b>
A1	Formal relevant financial qualification/significant evidence of financial training or on the job training in an education setting.	<b>E</b>
A2	Excellent knowledge and use of SIMS/FMS/Budget Building tools or other comparable management information systems	<b>E</b>
<b>B.</b>	<b>Experience</b>	
B1	Significant experience and a proven track record of working at a senior level in a school and/or Local Authority (LA) environment in the area of finance	<b>E</b>
B2	Experience of working in the maintained education Sector	<b>D</b>
B3	Experience of working with Headteachers and other senior leaders	<b>D</b>
B4	A proven track record of financial management experience, working to and achieving deadlines	<b>E</b>
B5	Experience of preparing and presenting clear accurate information and reports for governors, school senior leadership meetings and briefings in a school or LA environment.	<b>E</b>
B6	Experience of managing other finance staff	<b>E</b>
B7	Experience of handling difficult situations and conversations successfully	<b>E</b>
<b>C.</b>	<b>Skills, Knowledge and Abilities</b>	
C1	Thorough knowledge and understanding of education finances and funding streams for maintained schools/Willingness to learn quickly	<b>E</b>
C2	Detailed knowledge and experience of operational financial procedures.	<b>E</b>
C3	Excellent interpersonal skills, confident individual who can communicate in a professional manner	<b>E</b>
C4	Excellent written and communication skills paying attention to detail	<b>E</b>
C5	Excellent administrative, literacy, numeracy and IT skills	<b>E</b>
C6	Ability to manage time effectively and organise work, prioritise tasks keep to deadlines and manage conflicting priorities	<b>E</b>
C7	Working knowledge of Microsoft office applications and MIS systems e.g. SIMS and EVERY	<b>E</b>



C8	Ability to keep abreast of current developments in the finance and payroll sector as it related to education	<b>E</b>
C9	Understanding of the role of governance within a federated school structure.	<b>D</b>
D.	<b>Personal Qualities</b>	
D1	Commitment to the protection and safeguarding of children and young people.	<b>E</b>
D2	Commitment to valuing and respecting the views and needs of children and young people.	<b>E</b>
D3	Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.	<b>E</b>
D4	Ability to work collaboratively with colleagues within the Federation and with colleagues in other organisations	<b>E</b>
D5	Ability and commitment to work in close collaboration with Executive Headteacher, Headteachers and Head of BIS	<b>E</b>
D6	Commitment to working within organisational procedures and processes and to maintain confidentiality at all times.	<b>E</b>
D7	Ability to work under pressure and to prioritise effectively paying attention to detail	<b>E</b>
D8	Reflective practitioner and learns from past experiences committed to continual personal and professional development.	<b>E</b>
D9	Commitment to personal and professional development	<b>E</b>
D10	Ability and willingness to understand the context and requirements of working in a maintained federation of special schools and the willingness to gain an understanding about the CYPs who attend our schools	<b>E</b>