

## THE HOLT SCHOOL

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### Finance Officer

**30 hours a week over 5 days – Term time only plus 2 weeks  
Monday to Friday**

**Grade 5 Salary range: £21,589 – £23,836 pro rata, depending on  
experience**

**(Actual salary £15,808 - £17,454)**

**Required: February 2020**

The Holt School is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. The school became a single academy trust in July 2011.

The postholder will provide financial and administrative support to the Finance and HR team. This will include maintenance of manual and computerised records and completion of tasks such as placing orders, processing invoices, bank reconciliations and preparation and banking of cash. The role includes general administration and record-keeping and, subject to experience, the postholder may also support with payroll processing.

The successful candidate will have experience of working within a finance office, be computer literate, highly numerate and able to work proactively and independently. Flexibility will be required at particularly busy points in the financial year.

There is some flexibility in the hours of work and job description for the right candidate – please give us a call if you would like to discuss this further.

**Application forms and recruitment pack are available to download from the school [website](#)**

**Please note that CVs will not be accepted.** Prospective applicants are welcome to telephone Mrs Katie Warner, HR Assistant, for more information about this post.

The Holt 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 successful candidate will be subject to a full Disclosure and Barring Service check.

**Closing Date: 9 a.m. 23 January 2020  
Interview Date: 28 January 2020**



# THE HOLT SCHOOL

## JOB DESCRIPTION

<b>Job Title:</b> Finance Officer	<b>Name:</b>
<b>Reports to:</b> Deputy School Business Manager	<b>Line Management:</b> N/A
<b>Grade/Pay Scale:</b> 5	<b>Hours of work:</b> 30
<b>Employment Status:</b> Permanent	<b>Reviewed:</b> January 2020

### Job Purpose:

Work as part of a small finance team to provide day to day operational and administrative support for all aspects of the finance operation within the school.

At The Holt School this will involve:

#### 1. Finance

Prepare all banking, including catering income, department income, school trips, charity income for payment into the main school and Friends of the Holt School bank accounts

Process all banked income and income from the online payment system (Wisepay), on the school finance system (FMS6)

Undertake bank and credit card reconciliations

Input all orders, invoices, and payment authorisations onto the accounting system.  
Prepare cheques as appropriate

Maintain and reconcile the school's petty cash accounts

Manage the preferred supplier list, ensuring all information is up to date and suppliers are selected in accordance with school policies

Ensure correct protocol is followed for the procurement of goods and services and the reimbursement of expenses

Preparation of normal and cash book journals as required

Undertake the reconciliation of school trips

Maintain accounting records for Friends of The Holt (held on sage software)

Maintain records of charity money received and produce reports as requested.

#### 2. Payroll support

Assist with the processing of the monthly payroll and associated administration.

#### 3. Administration

Responsible for the stock and oversight of the school shop  
Carry out photocopying, filing and other administrative tasks as required in the Finance and HR office.

#### 4. General

To support the Deputy School Business Manager and site team in the maintenance of the school inventory

To deal with financial and administrative queries from suppliers, staff and parents as required

To undertake ad hoc projects as requested

To ensure knowledge of the financial procedures and changes to the financial systems or arrangements are kept up to date

To undertake other duties, commensurate with the role, as may become necessary and as discussed and agreed with the postholder.

#### 5. Statutory/other

To promote the safety and wellbeing of students, ensuring that the school's safeguarding policies and procedures are promoted within the school

To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act and relevant associated directives

To adhere to the school's Equality Policy and actively promote equality of opportunity

To participate in the performance and development review process, taking responsibility for identification of learning, development and training opportunities in discussion with line manager.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the School Business Director or Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Line Manager

<b>Person Specification: FINANCE OFFICER</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Experience</b>		
Professional experience working in a Finance Office	✓	
Experience of working in a school		✓
Experience of using accounting software packages	✓	
Experience of purchase ledger, accounts receivable and associated filing systems	✓	
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
A levels/further education		✓
Bookkeeping/ Accounting qualification – e.g. AAT, or working towards a relevant qualification		✓

<b>Skills</b>		
Highly numerate	✓	
Able to work with a high level of accuracy	✓	
Team player but also able to work independently and use initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Excellent organisational skills – ability to prioritise and multi task	✓	
Good communication and interpersonal skills – orally and written	✓	
Excellent IT skills, including proficiency in excel	✓	

<b>Committed to:</b>		
Positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)	✓	

## About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1262. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used primarily for administrative purposes. The shrubbery and gardens, together with playing fields, extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 61% of entries achieving A\*AB and 30% A\*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

### INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development, in which all staff are encouraged to participate. Personalised pathways of CPD are designed, including coaching and leadership training for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.