

# The Oaks Specialist College

[www.theoaks.ac.uk](http://www.theoaks.ac.uk)

## Job Description and Person Specification

### Finance and Business Administrator

**Reporting to:** Business and Finance Lead

**Pay Range:** £27,000 - £35,000 pro rata.

**Hours:** 21 hours per week (3 days - 38 weeks per year – including 1 week INSET).

#### Context

The Oaks Specialist College is a registered 'Outstanding' provision based in Tonbridge, set up to meet the needs of young adults aged 18-25 with learning difficulties or disabilities (LLDD).

Our aim is to complement and work alongside existing providers in the area, to ensure that the needs and aspirations of all LLDD young people can be met locally. We work with a range of local businesses to enable our learners to seek employment and play an active role in their community.

We have varying levels of needs and offer learning programmes to learners who require a multi-sensory curriculum to learners who undertake a programme of study and work-related learning and experience that will lead to further vocational training, internships/apprenticeships and employment.

#### Job Summary

We are seeking a Finance Assistant to play a pivotal role in handling various finance-related administrative tasks, such as placing orders, processing invoices ensuring compliance with the school's financial procedures.

We are an increasingly growing and developing College and we have high aspirations for our learners, staff and the future of our successful provision. This role will develop and evolve as the College responds to our ability to meet the ongoing needs of young people

#### Additional Benefits

Benefits include private Healthcare and free health screening, free refreshments, employee rewards through Perkbox and the Blue Light card.

## Job Description - Principal Accountabilities

- Reconcile college payments and receipts using “Xero” bookkeeping software.
- Paying personal expenses to staff, e.g. mileage claims and other low-cost expenses.
- Assist the Business and Finance Lead in sourcing suitable products, adhering to 'best value' principles.
- Support the processing of ordering college supplies and ensuring timely reconciliation of these.
- Manage the allocation and payment of the discretionary bursary to learners.
- Maintain petty cash levels and track expenditure.
- Management and payment free college meals to learners.
- Liaise with Local Authorities in regard to learner placement fees.
- Purchase goods using the college’s purchasing card when appropriate.
- Arranging staff travel and training.
- Maintain the college’s Restricted Fund schedules.
- Validate and process invoices, make BACS payments within authorised limits.
- Assist with staff returns, reconcile overtime claims, and process monthly payroll reports.
- Conduct bank reconciliation and period-end procedures.
- Create invoices for funding claims and supplied services.
- Chase outstanding payments, promptly reporting any issues to the Business and Finance Lead.
- Carry-out month-end procedures such as bank and payroll reconciliations.
- Assist with budget preparations and annual audit.
- Assisting with ad hoc HR administration tasks.
- Support the College Principal with statutory reporting i.e. Department for Education.
- Support with documentation required to present to The Oaks’ Board of Trustees.
- Computer literate, with confidence in Microsoft Office, especially Excel and Word, and proficient in email communication.
- Carry out any reasonable requests made by your Line Manager or members of the Senior Leadership Team.
- The successful candidate will be committed to ensuring the school's public image is friendly and helpful. They should also be driven and independent, capable of prioritizing tasks effectively.

## Person Specification

<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• GCSE accreditation or equivalent, Grade 5 - 9 in both Maths and English.</li> <li>• Experience of using “Xero” accounting software</li> <li>• Evidence of effective working in a finance or administration related role.</li> <li>• Experience of SEN inclusion and/or provision.</li> <li>• Evidence of recent relevant professional development.</li> <li>• Evidence of being an effective, positive and contributing team member.</li> <li>• Evidence of effective working with a variety of stakeholders and agencies.</li> </ul>	<p>Essential Essential Essential Desirable Desirable Essential Desirable</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• The use and application of ICT for learning.</li> <li>• Develop knowledge of the financial regulatory environment governing charities</li> <li>• Awareness of Data Protection and confidentiality protocols</li> </ul>	<p>Essential Desirable Essential</p>
<p><b>Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently but also to be a team player.</li> <li>• Pro-actively work in the interests of the college.</li> <li>• Attention to detail, working to a high degree of accuracy.</li> <li>• Establish professional working relationships with colleagues that are characterised by an enthusiastic commitment to helping them overcome challenges.</li> <li>• Plan and prioritise tasks, delegating where necessary and meeting deadlines.</li> <li>• Willingness to learn and develop new skills.</li> </ul>	<p>Essential Essential Essential Essential  Essential Essential</p>

**Personal Qualities & Abilities**

- Demonstrate optimistic behaviour, positive relationships & attitudes towards learners and staff, and towards parents, trustees and members of the local community.
- Role model by example – with integrity, creativity, resilience and clarity.
- Current knowledge and understanding of education and College systems locally, nationally and globally, and pursue continuous professional development.
- Provide a safe, calm and well-ordered environment for all learners and staff, focused on safeguarding learners and developing their exemplary behaviour in College and in wider society.

Essential

Essential  
Desirable

Essential

**Vulnerable Adults Protection**

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure & Barring Service to KCCs satisfaction. The Oaks is committed to the fair treatment of its staff, potential staff or users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Where applicants have declared a criminal record, the relevance and circumstances of the offences will be considered in relation to the post applied for. Having a criminal record will not necessarily bar that person from working with us.

*The Oaks is committed to safeguarding children and young people, a commitment we expect all staff to share and uphold.*