

INFORMATION PACK

Finance Data Entry Clerk

Full-time, 5 days per week, 36.25 hours per week
Required as soon as possible

Job Summary

The Finance Data Entry Clerk supports the purchase ledger team by processing orders and invoices across the Trust.

By providing an efficient and cost effective finance service this role enables schools to focus on teaching and learning and make the most of the resources available. The role holder will work with an experienced finance team and there will be opportunities for development as a result.

Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see

our website brochure which explains our central operations: [Working together for a Bright Future.](#)

Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy.](#)



Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

Terms and Conditions

- Salary:** NJC scale points 2 to 3 (Bright Futures grade 2). The full-time equivalent pay is £18,198 rising to £18,562 per annum. The actual pay based on the below working pattern commencing £16,382.14 - rising to £16,709.82, per annum. Pay progression is linked to performance.
- Working weeks:** This is a great opportunity for flexible working as the role will work 38 weeks during school term time and an additional 3 weeks to be agreed. A total of 41 weeks.
- Hours:** 36.25 hours per week over 5 days. Flexible working will be considered, please discuss at interview if you wish this to be considered.
- Holidays:** You will be paid for the prorata equivalent of 25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service.
- Pension:** Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>
- Other:** We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions.

How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equalities and diversity.

NO AGENCIES PLEASE.

Our new portal contains our application form and disclosure of criminal background form. The portal link is [Bright Futures' Application Form](#). Please upload the forms by 12pm on Friday 3rd December 2021. The selection will take place on Tuesday 7th December 2021. You will be notified after the closing date whether you have been shortlisted.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can view the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

JOB DESCRIPTION

Finance Data Entry Clerk

Reporting to Purchase Ledger Supervisor

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Key Focus Areas

- Input of financial data into accounting software ensuring accuracy of coding and input.
- To provide any other support to the Chief Operating Officer and Finance team, as required.
- This role operates as part of a centralised finance team and will support various Trust locations in the North West of England.

Specific Responsibilities

1. To ensure that the Trust's Ledgers are accurately coded and populated.
2. To maintain standing data on supplier / customer accounts subject to authorisation of any changes.
3. To adhere to the internal controls and processes that operate in the Purchase Ledger function.
4. To ensure all invoices are received from legitimate suppliers, are correctly calculated (including VAT), are sufficiently detailed and meet the standards set out in the Trust's financial procedures.
5. To ensure all invoices and other payment requests are checked in accordance with the Trust's financial procedures, are coded correctly (including any apportionment), and are entered onto the accounting software promptly and accurately.
6. To place approved orders with suppliers.
7. To input credit card statements, petty cash transactions and any other financial data in the accounting software as directed.

General

1. To represent the Bright Futures Executive Team and operate in a professional manner at all times
2. The role holder will be expected to work flexibly in terms of location and hours of work to accommodate the needs of schools.
3. To take part in the Trust's appraisal scheme and to undertake training and personal development to improve own practice.
4. To undertake any other reasonable request or duties commensurate with the post.

PERSON SPECIFICATION

Category	Essential	Desirable	Method of assessment
Qualifications, Education, Training	<ul style="list-style-type: none"> 5 GCSEs, including English and Maths 		<ul style="list-style-type: none"> Application form Certificates
Relevant Experience		<ul style="list-style-type: none"> Invoice Processing Knowledge of PS Financials 	
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> Good oral and written communication skills. Operates with very high levels of integrity and accuracy Experience of Microsoft office packages is advantageous 		<ul style="list-style-type: none"> Application form Interview Tasks
Personal Qualities/Others	<ul style="list-style-type: none"> Personal integrity and confidentiality Tact and discretion A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour Flexibility and adaptability Initiative and confidence when dealing with difficult situations Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description Commitment to further training and development Smart, professional appearance 		<ul style="list-style-type: none"> Application form References Interview Tasks
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people		<ul style="list-style-type: none"> Application form Interview Task

Category	Essential	Desirable	Method of assessment
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		<ul style="list-style-type: none"> • Interview • Tasks
	Integrity: Evidence of doing the right things for the right reason		<ul style="list-style-type: none"> • Interview • Tasks
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		<ul style="list-style-type: none"> • Interview • Tasks