

Application Pack

Senior Finance Officer



**Ashton Community
Science College**

A SCHOOL TO BE PROUD OF

Contents

	Page
Headteacher	3
Our Vision	4
Our Values	5
How to apply	6
About the role	7
Job description	9
Person specification	11

Mrs J Hoyle

Headteacher

At Ashton, we are incredibly proud of our school and its successes. We make no secret of striving for excellence in every aspect of school life for all our students. Our school motto declares that we are “A School to be Proud of” and this underpins our ethos.

We provide a unique way to give students the opportunities to learn they deserve from 11 to 16, and to equip them with the attitudes, skills and knowledge that they will need to lead successful lives. We want our students to have ambition and aspirations, to stretch themselves and to reach further than they ever thought possible, we have a student-centred approach to all that we do, which ensures that students are placed at the very heart of the decisions we make and the actions we take.

We expect all our students to succeed both academically and socially and we support them in this journey so that they can take their place in adult life well prepared.

We place particular emphasis on members of the school community being part of the school family. With over 800 students on roll, we are relatively small, which allows us to get to know our students very well, to focus on their individual needs and work in real partnership with parents and carers.



Our Vision

At Ashton, we are resolute in wanting the best for every child. We hold high standards and expectations for all, from all, underpinned by a no-excuses mindset. We believe that every student deserves to feel valued, supported, and inspired to attend school and engage with what is offered every day.

We aim to create a supportive and challenging environment where every individual can aspire, enjoy, and achieve. We are committed to fostering a culture where students want to be present—where attendance is not only expected but encouraged through meaningful relationships, engaging learning experiences, and recognition of effort and success.

Our staff lead by example, demonstrating passion for their subjects and dedication to the school community. We support this with high-quality professional development which ensures all our staff stay at the forefront of research informed practice.

We are a “School to be proud of,” and our ethos—built around creating an acronym from the word PROUD—reflects our belief that every member of our school family plays a vital role in our collective success. We work closely with parents, carers, and families to ensure that the interests of the child are at the heart of everything we do. PROUD gives us a strong set of values and lays a solid foundation for life as well as school.

P- Punctual

R-Responsible

O-Organised

U-Uniform

D-Determined

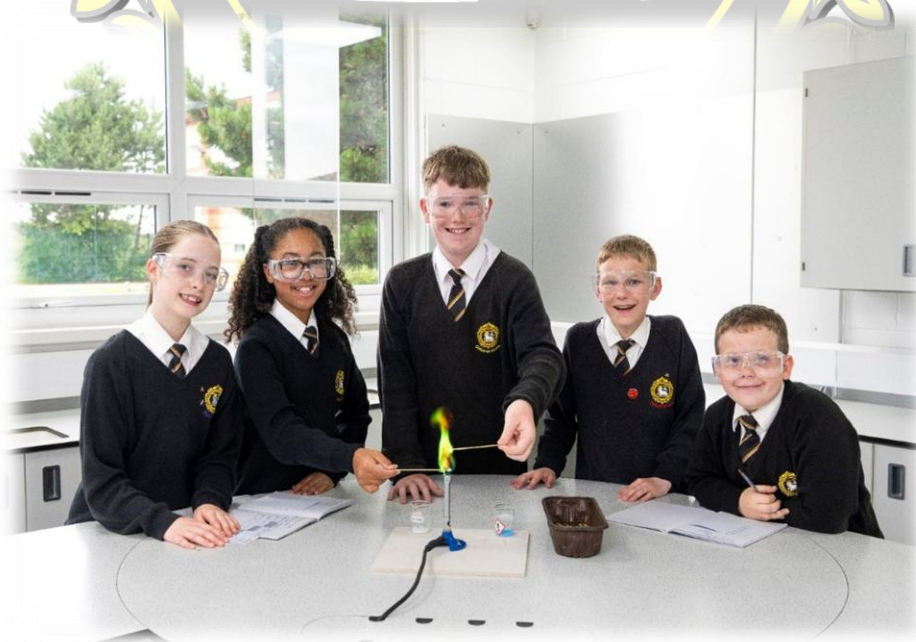


Our Values

We are developing students who understand their responsibilities within the school, local, and wider communities, and who are motivated to make a positive contribution. Our PROUD ethos provides a moral compass for both students and staff:

To help this we have developed the following guiding principles to achieve our vision-

- Our environment must be inclusive. Students must feel safe, supported and motivated to attend. This is our number one priority.
- We work in close partnership with parents, carers, and families.
- We insist on mutual respect and the highest standards of behaviour.
- We have a relentless pursuit of excellence in teaching and learning.
- We offer a rich curriculum and a wide range of extra-curricular opportunities.
- We celebrate attendance, effort, and achievement to build confidence and pride.
- We believe in continuous improvement for both staff and students.
- We value examination performance and personal growth equally.
- We promote collaboration and teamwork at every level.
- We believe raising capability is the key to future success.



How to apply

To apply for the position at Ashton Community Science College, you would:

Go to our "Job Vacancies" page and download the appropriate application form (there are separate forms for teaching and non-teaching (support) roles.)

Complete the form carefully, following any guidance notes included, and make sure any required background-checks documentation (e.g. DBS, right-to-work) is prepared.

Submit your completed application electronically, (via an email address provided in the vacancy posting). If included, attach any additional documents requested (such as a cover letter, references or evidence of qualifications).

POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc. that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regards to employment.

About the role

“Ashton Community Science College is a Good School”. (Ofsted 2023)

We are looking for a dedicated, skilled and ambitious professional to join our supportive and friendly business support team within the school. The post is paid on Grade 7, for 37 hours per week, all year round. The FTE salary is £33119 - £37563

ACSC is a popular and thriving school that sits at the heart of the community, enjoying an excellent reputation locally and across Lancashire. The Governors of ACSC are wishing to appoint a permanent Senior Finance Officer to assist the school business support services. We require a hardworking, reliable and motivated candidate with the ability to multi-task, who has a genuine desire to work in a busy school.

We are looking for someone with an accounts or payroll background who has experience in business and financial management, report creation, business administration, as well as procurement and budget monitoring.

In return we offer a positive and thriving school environment, a great team of staff and a commitment to continuing professional development. 37 hours per week 8am – 4pm Monday to Thursday and 8am – 3.30pm Friday. A flexible working approach to school holidays may be possible on request.

If you are interested in becoming part of our team and helping us to continue our drive for further success, then we would be pleased to hear from you. A full programme of support is available as part of our commitment to investing in high quality staff.

ACSC is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to provide a disclosure from Disclosure Barring Service before any appointment is confirmed. On-line checks will be carried out on short-listed candidates.

Application documents are available to download in the vacancies section of the school website <http://www.ashtoncsc.lancs.sch.uk/job-vacancies>

Applications should be submitted electronically by 9am Monday 2nd November 2026 to hr@ashtoncsc.com

Interviews: Week commencing Monday 9th November.



**Ashton Community
Science College**
A SCHOOL TO BE PROUD OF

Please note we regret we are unable to contact individual applicants who may be unsuccessful at this time.



**Ashton Community
Science College**
A SCHOOL TO BE PROUD OF

Job Description

Post:	Senior Finance Officer
Reporting to:	Business Manager
Responsible for:	-
Working Hours:	37
Working Weeks	Full year (A flexible working approach to school holidays may be possible on request)
Salary/Grade:	Grade 7 - £33119 - £37563

Job Purpose

To be responsible for the planning, development and implementation of financial and administrative services, and the day to day management of accounting and finance, and administrative systems, procedures and services.

Accountabilities / Responsibilities

- To undertake all business and financial management transactions relating to school resources, and prepare reports to the headteacher as required
- To manage the school financial function through planning, developing and designing and monitoring administrative systems and procedures
- To ensure the provision of finance, including raising orders, processing invoices, BACS runs, routine correspondence, journals and associated returns to payroll and HR provider
- Monitoring the income and expenditure in relation to the school's budget
- Managing the school's financial systems for public and private funds
- To be responsible for producing annual and statutory returns e.g. census and SFVS
- Administrative support to the Business Manager and Governors Resources Committee
- To assist the headteacher and governing body with income generation activities and in promoting and marketing the school, including lettings
- To arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies
- To assist in the procurement process, including securing appropriate service contracts, licences and insurance
- To provide assistance with end of financial year process and budget setting administration



**Ashton Community
Science College**

A SCHOOL TO BE PROUD OF

- To reconcile school accounts, payroll records and prepare cash flow and other financial statements

General

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To attend skills training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To be aware of and respect the nature of issues
- Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school.

Date: 02/10/2026



**Ashton Community
Science College**

A SCHOOL TO BE PROUD OF

Personal Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications and experience - Competent use of Microsoft packages - Excellent Excel skills - GCSE at level A-C in English and mathematics (or equivalent) - NVQ Level 4 or equivalent professional qualification - A recognised accounting qualification - Excellent written and verbal communication skills - Previous experience in computerised finance, pay, personnel and administrative systems - Experience of working in a school that operates its own bank account - Experience of financial planning, budget setting, reporting and monitoring - Experience in the SIMS suite of packages commonly used in schools - Experience of HR procedures and knowledge of employment legislation and payroll processes - Experience of the management of teams - Willingness and motivation to develop own skills and evidence of continuous professional development	E E E D D E E D E D D D E	A A/I A A A A A A A A A A A/I
Knowledge - An understanding of health, safety and security issues in schools as well as GDPR and confidentiality - Thorough understanding and knowledge of financial and accounting procedures	E E	A/I A/I

Skills and abilities • Ability to organise one's own work, to prioritise tasks and keep to deadlines • Ability to manage the work and outcomes of other people • Ability to manage the financial resources of the school to best practice standards • Ability to communicate and interact effectively with adults, children and young people • Ability to manage the information and data requirements of the school and a variety of outside agencies • Ability to manage ICT systems • Ability to write effectively for a variety of different audiences	E E E E D E	A/I A/I A/I A/I I A/I
Other • Commitment to undertake in –service development • Commitment to safeguarding and protecting the welfare of children and young people	E E	A/I A/I



**Ashton Community
Science College**

A SCHOOL TO BE PROUD OF