



# Parklands High School: An Academy

*Learn, Respect, Aspire, Achieve*

<b>Job Title</b>	Finance & Payroll Assistant
<b>Responsible to</b>	Line Manager – Finance & Core Services Manager
<b>Responsible for</b>	N/A

**Hours of Work:** 37 hours per week Term Time + 5 Days

<b>Safeguarding</b>	To report all information and concerns to the Designated Safeguarding Leader. This should be completed promptly, factually, and in line with the school's confidentiality requirements.
---------------------	---

<b>Health and Safety</b>	To comply with the school's Health and Safety Policy and report all information and concerns to the designated representative. This should be completed promptly.
--------------------------	---

**Job Description**

<b>Post title: Finance &amp; Payroll Assistant</b>	<b>Grade: 5 SCP: 6-11</b>
--	---------------------------

**PURPOSE OF ROLE:**

To support the Finance & Core Services Manager in providing an accurate and efficient finance service.  
To provide effective and efficient office and reception service cover.

**SCOPE OF WORK:**

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems, some of which may be difficult. Role holders may be expected to make decisions as to when duties are carried out and respond independently to unanticipated problems.

**PERFORMANCE MEASURES:**

Completion of work to required standards, strict deadlines and timescales.

**Accountabilities/Responsibilities – appropriate to this post:**

**Finance**

- Administration of pupil payments using School Cash Office software.
- Administration of music tuition payments.
- **Administer and maintain accurate records in respect of lockers issued to pupils.**
- Arrange locker refunds for Year 11 pupils.
- Collect and process Year 7 locker payments and allocate lockers and locker keys.
- Collect and process cash/cheque payments from pupils on a daily basis.
- Chase missing payments from parents/carers for school trips.
- Process and pay any invoices relating to school trips.
- **Book mobiles and minibuses for school trips.**
- Contact parents/carers regarding dinner arrears as required by the Finance and core Services Manager.

- Count any cash collected for charity/school events and bank as appropriate.
- **Undertake general finance filing and assist with the maintenance of electronic filing on the finance system.**
- To manage all issues in accordance with financial regulations.
- Handling potentially sensitive and confidential personal information and financial data, particularly in regard to deprivation factors.

Individuals in this role may also:

- Manage stocks of supplies and consumables.
- Manage financial aspects of lettings and use of premises and associated income.

### **Payroll & HR**

- Collation of monthly payroll forms, including additional hours; sickness absence; lunch duties and travel claims.
- Submission of monthly payroll forms to our external payroll provider, via completion of a variety of spreadsheets and checking their input.
- 

### **Miscellaneous Duties**

- To uphold Academy policy in respect of safeguarding and child protection matters.
- **Provide reception duty cover, including receiving of visitors, taking telephone calls and messages and checking and signing for goods received.**
- Supporting, contributing to and encouraging the overall ethos, work, aims and objectives of the school.
- Carry out the role of first aider.

### **Additional supporting information – specific to this post.**

This is a wide-ranging role that is monitored and evaluated regularly to ensure business needs are continually met, and as such other duties, at no higher level of responsibility, may be required to be undertaken. Full training and support will be given.

### **COMPETENCIES REQUIRED**

The following competencies are required for this position:

- Strong, effective professional, with a financial track record with excellent business acumen and sustained focus to accommodate change.
- High levels of numeracy and literacy.
- Able to work to own initiative, prioritising workloads (short, medium- and long-term plans) to meet strict deadlines.
- Excellent communication and interpersonal skills.
- Ability to lead, motivate, and influence in a complex professional structure.

- Excellent ICT skills, including finance management systems, e.g. Excel, SIMS.
- Accurate quick data input and analytical skills.
- Confidentiality and sensitivity to issues, as required.
- Trust, loyalty, tact, discretion, and the ability to be impartial.
- Ability to coordinate and liaise with internal and external parties, always presenting the school in a professional and efficient manner.
- Committed team player.
- Ability to work in a regulated environment, ensuring compliance.