

**Finance and Payroll Officer**

**Job title:** Finance and Payroll Officer

**Scale:** CAN 25 – 28 (£27,029 - £29,562 FTE) Actual £23,677 - £25,896

**Line Manager:** Headteacher and Trust Finance Officer

**Hours per week:** 36

**Weeks per year:** 40 weeks per year made up of 200 days of which

* 188 days are term time
* 2 are staff preparation days
* a further 10 days are to be worked during school non-term time periods as agreed with the Trust Finance Officer
* Holidays to be taken during school holiday periods and arranged across the Finance team so that the finance office has the necessary cover during school holiday periods

**Core Hours**: Between 8.00 am and 4.00 pm

E.g. 4 days 8.00 am to 4.00 pm and 1 day 8.00 am to 2.30 pm

30 minutes unpaid lunch each day

This is a non-teaching post, which will give the successful candidate an excellent opportunity to contribute to the work of the school.

**PERSON SPECIFICATION:**

The post holder will be expected to work effectively with both teaching and support staff at all levels as well as students/parents and external agencies/contractors.  They will thus need the following qualities:-

* Good communication skills: verbal and written
* Very good organisational and time management skills and the ability to work under pressure
* Strong numeracy skills, with the ability and knowledge to apply these to financial records and accounts
* Ability to understand and interpret financial data and to communicate understanding to colleagues as needed
* Ability to form good working relationships with colleagues and contractors
* Adaptability and flexibility in working practices and the ability to know when to use his/her initiative
* Ability to set standards, applying them consistently
* Ability to handle sensitive issues keeping confidentiality as required
* A high degree of professionalism in their approach to work and tasks set
* An ability to present an exemplary role model to students and staff
* A good level of computer literacy in Word and Excel plus a willingness to learn more specialist applications
* High quality administrative skills
* A good understanding of organisational and payroll function requirements

Training in school systems and practices will be provided both prior to the post being undertaken and during service.

**Purpose of post**

* To undertake finance entries in line with Trust procedures e.g. placement of orders, payment of invoices, and administration of invoices using the Access finance system
* To provide administrative support to the Finance team where needed

**SPECIFIC DUTIES**

**Liaison**

* To liaise with the school’s catering managers, raising any concerns with the Head teacher and attending relevant meetings as required, as advised by the Trust Finance Officer

**Financial Management**

* Undertake monthly salary monitoring and flag up any concerns or unexpected variations, keeping a record of notes of variations for reference and future scrutiny, reporting to the Trust Finance Officer each month and raising promptly any concerns in the interim
* Operate the Trust’s finance package in line with procedures set out by the Trust, and implement these

within the Access finance system; e.g. ensuring budget holders are duly entered

* Undertake ordering, processing and payment of goods and services through the finance system as requested
* Undertake associated administration for the use of Tucasi or any other system adopted by the school for parental financial contributions
* Issue invoices for high needs funding claims from LBS and other local authorities for SEN placements as requested
* Issue invoices and undertake associated administration for lettings as requested
* Undertake financial administration for non-public funds and for trips run by the school as required
* Assist the Trust Finance Officer with the reconciliation of the Public Funds Bank Account.
* Assist the Trust Finance Officer with the preparation of monthly outturns and reports to Directors/Governors.
* Undertake the weekly BACS payment processing for invoices with the Finance Team.

**General Finance Support**

* To provide advice and support for budget holders regarding the use of Access to fulfil their roles
* To investigate and research contracts as requested or gather straightforward quotes for services
* With the support of relevant members of SLT, help with the preparation and submission of the staff workforce census and other returns required during the year

**Payroll Management**

* Provide payroll information and pensions information for the school’s directly employed staff, including employee records under the guidance of the Trust Finance Officer
* Responsible as the first point of contact for staff, the payroll provider, pension scheme contacts Core regarding salary, pension and other financial queries. To implement staff payments in line with their agreed pay and conditions
* Prepare monthly returns to notify the appointed payroll provider of overtime, additional hours and any other issues affecting staff pay, keeping records to verify instructions for checking by the Trust Finance Officer
* Verify the salary report within the specified timescale, notifying the payroll provider of any corrections required before the payroll run and raising any concerns with the Trust Finance Officer
* Ensure that the payroll is correctly and accurately accounted for, ready for entering into the Access system
* Ensure that all new contracts and contract changes are correctly reflected in the payroll

**General Duties**

* Undertaking other administrative tasks as required by the Headteacher or CEO as needed

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school by the Headteacher or CEO of the Trust as may be reasonably expected, without this constituting a change in terms and conditions.*

Jan 22