

South Bank Multi Academy Trust

Payroll and Finance Assistant

Information for Applicants

Payroll and Finance Assistant**Permanent, 37 hours per week, term time only plus 2 weeks****Grade 6, Level 1-4****Actual salary £21,774.75 to £24,016.92 per annum (£24,298 to £26,800 FTE)****Closing date:** Midnight on 22 March 2023**Interview date:** 29 March 2023**Start date:** As soon as possible

South Bank Multi Academy Trust are looking to appoint a Payroll and Finance Assistant to join our small but busy Central Services Team.

Working closely with the CFO and Finance Officer, as well as the School Business Managers, the successful candidate will provide a smooth and efficient payroll and finance service. You will have responsibility for coordinating the payroll administrative processes, ensuring the accurate provision of monthly payroll data submissions, as well as associated pensions administration for both the Teachers' Pension Scheme and the Local Government Pension Scheme.

You will have excellent attention to detail and the ability to work with a high degree of accuracy. Finance and/or payroll processing experience is essential, along with excellent communication and ICT skills, with the ability to use a range of computer packages, including financial and payroll systems.

The successful candidate will be working in a supportive and welcoming environment, with dedicated and passionate professionals every day. The Trust is on an exciting journey, and we are looking for candidates who share our vision and values.

The Trust also offers a range of staff benefits, including enrolment in the excellent Local Government Pension Scheme, 24/7 access to an employee assistance programme and a range of family friendly policies.

The Application Process

Visits to Trust schools and informal discussions are warmly welcomed and encouraged by prior arrangement. Please contact Michael Gidley, CFO, via z.pickard@southbanktrust.co.uk to arrange a visit or an informal conversation, to discuss the role in more detail.

Further details about the Trust, its ethos and culture and the role are available on the Trust's website: www.southbanktrust.co.uk

The deadline for applications is midnight on 22 March 2023, with the interview process expected to take place on Wednesday 29 March 2023.

The application pack (containing further details about the role) and application form are available to download from the Trust website: www.southbanktrust.co.uk/careers/

To apply for this vacancy, please submit completed forms electronically to recruitment@southbanktrust.co.uk, for the attention of Michael Gidley.

South Bank Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.

South Bank Multi Academy Trust reserves the right to close advertisements early. Advertisements will therefore close at midnight either on the advertised closing date, or at the point the decision has been taken to close the advertisement early.



Welcome from our CEO

Thank you for your interest in South Bank Multi Academy Trust.

It is my absolute privilege to be the Chief Executive Officer of South Bank Multi Academy Trust and I am really excited that you are interested in joining our Trust.

I became a teacher because I wanted to give every child the opportunity to change the world. I became CEO for the same reason. Therefore, we are looking for a **Payroll and Finance Assistant** who is absolutely committed to **ensuring that all children experience educational excellence every day** so that they can change the world.

As a Trust, we are committed to:

- the pursuit of excellence and the highest expectations for our children;
- academic outcomes and personal development for each child in line with our vision and values;
- continuous improvement for our schools through the **SOUTH BANK School Improvement Model**.

If you share our beliefs and priorities and are excited by this role and want to make a real difference to children, we would very much welcome an application from you.

Mark Hassack
Chief Executive

Payroll and Finance Assistant

JOB DESCRIPTION

Primary Purpose of Role:

Provide an efficient and effective payroll and finance service, liaising with the School Business Managers and finance staff at all settings within the Trust, to ensure the accurate and timely provision of the monthly payroll. Undertake routine pension administration for the Teachers' Pension Scheme and the Local Government Pension Scheme.

Key Responsibilities:

Payroll

- General payroll administration, including the inputting of starters, leavers and staffing changes onto the payroll/finance system as notified, ensuring accurate, timely and proper processing of salaries, allowances and any other additional payments or deductions
- Management of monthly payroll data submissions, including Office of National Statistics (ONS) and absence data when required
- Supporting the schools in populating the budget planning software in relation to staffing during the financial forecasting and business planning cycles.
- Assisting staff with payroll related queries, referring more complex cases to the CFO/Director of HR.
- Routine and ad-hoc pension administration for the Teachers' Pension Scheme and the Local Government Pension Scheme.
- Annual returns for the Teachers' Pension Scheme and the Local Government Pension Scheme.

Finance

- Process creditor invoice payments, staff expense claims, direct debits, income received directly into the bank account and other similar transactions
- Process purchase orders and place orders with a value of less than £1000
- Post funding and other income to the appropriate ledger and reconcile to budgets/funding statements
- Make supplier payments via BACS and cheques, ensuring all invoices are supported by appropriately approved purchase orders and GRNs prior to payment

- General financial administration including the maintenance of accurate records, filing and retrieving invoices and other financial information and scanning invoices into finance system
- Preparation of monthly bank reconciliations
- Accurately accounting for VAT on all transactions
- Assist the CFO with preparation of documents for the annual external MAT audit
- Liaise with school-based staff in order to provide an efficient and effective financial service, querying invoices with schools/suppliers where necessary
- Provide support across the team as and when required

Additional Responsibilities:

- Undertake any other reasonable duties as directed, commensurate with the grade and level of the role and in accordance with the needs of the Trust
- Comply with safeguarding procedures, including regular liaison with DSLs over any safeguarding issues or concerns
- Comply with all other Trust's policies and procedures at all times
- Engage in training and development as required, participating in the Trust's Staff Appraisal process
- Be responsible for data protection in own role and observe and follow the principles of GDPR
- Uphold and promote principles of equality, diversity and inclusion

PERSON SPECIFICATION:

All criteria listed are essential unless otherwise specified

Qualifications/Training

- 5 GCSEs at grades A-C, or equivalent qualifications, to include English and maths
- Further qualification in finance and/or payroll, e.g. AAT/CIPP qualification (*desirable*)

Experience

- Experience of working in a finance role and/or a payroll processing or payroll administration role
- Experience of pensions administration (*desirable*)
- Experience of working in an educational environment (*desirable*)

Skills/Knowledge/Abilities

- Good understanding of the payroll cycle
- Ability to use standard IT packages, such as Word/Excel/Google and experience in using payroll, finance and/or budgeting systems
- Excellent interpersonal skills with the ability to communicate effectively to a range of stakeholders, both verbally and in writing
- Ability to use initiative and to plan and monitor own workload
- Excellent team working skills
- Flexible outlook, with the ability to adapt to changing priorities and to work at pace
- Experience of working with, or knowledge of teachers and support staff terms and conditions, and how these relate to the payroll function (*desirable*)

Personal Attributes

- Excellent attention to detail and accuracy
- Awareness and commitment to equality and diversity

Safeguarding

- Demonstrate a commitment to safeguarding children and ensuring the welfare of children