

**Payroll & Finance Officer**

**Application Pack**

**September 2021**

**Advert**

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| **Employer** | Cheshire Academies Trust | **Job Title** |  Payroll & Finance Officer  |
| **Location** | Kelsall/Work from home | **Contract type** |  37 hours per week, 52 weeks per year  |
| **Salary Band** | Grade 6, £21,748 - £24,491 (pay award pending) | **Closing date** |  **12 noon on Monday 15th November 2021** |
| **Job starts** | **As soon as possible**  |

Cheshire Academies Trust is seeking a Payroll & Finance Officer to join its central team. This is a new role and an exciting opportunity to be part of our growing Multi Academy Trust. There will be opportunities for progression for the right individual and you will be an important part of a successful and driven team.

We are looking for someone who can lead the operation of our in-house payroll function, providing an efficient and accurate payroll service to our academies. You must have an understanding of current legislation in relation to PAYE, pensions and a working knowledge of payroll systems. Other tasks will include monitoring of payroll expenditure against agreed budgets and supplementary finance tasks as directed by our Finance Manager.

We are looking for a confident, experienced professional, who has a self-driven approach to problem solving and high level communication, literacy and numeracy skills. You will have experience as a payroll officer and be AAT (or similar) qualified, part qualified, or be a suitably experienced practitioner.

You will be able to demonstrate the ability to:

* work under pressure whilst keeping management appraised of any issues or risks which may impact on the Trust;
* identify problems and use your own initiative to solve them;
* look for new approaches to complete procedures and tasks to increase efficiency.

Whilst you may not have experience of all areas of the role or working in an educational environment, you will have a desire to learn and take advantage of opportunities. You will be able to work within a collaborative management organisations; supporting the Senior Leadership Team with sound financial advice and guidance, whilst taking responsibility for your own area of work.

Please read our job description and person specification closely. If you think you may be the candidate we are looking for and would like further information or an informal discussion please contact our Director of Operations, Luci Jones, via lucijones@cheshireacademiestrust.co.uk

We can offer:

* Permanent contract (following successful 6-month probationary period)
* Annual pay increases on a national pay scale (performance related)
* Flexible home/office based working (there will be a requirement to be office based for part of each week)
* 5 weeks’ annual leave (rising to 6 weeks after 5 years’ service) + bank holidays
* An individualised, funded, training plan
* Membership of the Local Government Pension Scheme
* Annual Flu Jab
* Cycle to Work Scheme

To apply for this role please complete the application form and email to lucijones@cheshireacademiestrust.co.uk along with a letter of application (no more than 2 sides A4) detailing your skills, qualifications and experience, aligned to the job description and person specification. We do not accept C.V.’s and will not consider applications submitting a C.V.

CAT Academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes a request for references, prior to interview. Shortlisted candidates are expected to provide evidence of qualifications at interview and a satisfactory, enhanced DBS check will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process. If we have not been in touch with you by DATE then, unfortunately, your application has been unsuccessful on this occasion.

**Interviews: week beginning**

*We reserve the right to close advertisements early. Advertisements will therefore close at 12 noon, either on the advertised closing date, or the day the decision has been taken to close the advertisement early.*

**Job Description**

The post holder will report directly to the Academies Finance Manager who will direct day-to-day/ad-hoc tasks for this role. Below is a list of the tasks the post holder should expect to undertake on a regular basis. This may be supplemented, or changed, from time to time, by the Finance Manager as required by business needs.

**Payroll**

* To run in house payroll for the Cheshire Academies Trust academies and the central team, using Civica HR & Payroll systems, in line with Trust policies and agreed timescales
* Liaise with all relevant stakeholders, including external agencies such as HMRC, Teacher’s Pensions and the Cheshire Pension Fund and colleagues
* Ensure all deadlines are met and submissions are correct

**Pensions**

* To be responsible for all forms, legislation and returns required for the Teacher’s Pensions and the Cheshire Pension Fund
* To be responsible for deductions made and ensuring the budgeting systems accurately reflect pensions statuses

**Finance and Business**

* To perform a monthly payroll/budget reconciliation and provide advice on variances to relevant stakeholders
* To upload monthly payroll costs to the Trusts financial systems
* To test, review and approve academy invoices
* To support with financial administration for the central Trust
* To maintain the MAT asset register
* To support with central Trust bank reconciliations and liaison with bank to resolve queries.
* To assist with month end routines
* To assist and support senior staff in resolving queries across the MAT
* To assist with the payroll/finance functions across academies as required
* Other tasks as delegated by the Finance Manager/senior Trust staff

**Person Specification**

The following table describes the attributes of eligible candidates. Each item is categorised as either Essential (E) or Desirable (D) and will be confirmed by one of the methods as follows:

Application Form (A), Interview (I), Reference(R)

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| **A** | **QUALIFICATIONS, EXPERIENCE & KNOWLEDGE** | **E/D** | **A** | **I** | **R** |
| 1. | AAT qualified or equivalent | E |  |  |  |
| 2. | Current or previous experience operating a monthly payroll | E |  |  |   |
| 3. | Academy/School sector payroll experience | D |  |  |  |
| 4. | Experience of Teacher’s Pensions and/or Local Government Pension Schemes | D |  |  |  |
| 5. | Experience/understanding of accruals-based accounting | E |  |  |  |
| 6. | Understanding of payroll legislation | E |  |  |  |
| 7. | Experience of payroll software | E |  |  |  |
| 8. | GCSE English and Maths grade C or higher | E |  |  |  |
|  |
| **B** | **SKILLS & ABILITIES** |  |  |  |  |
| 1. | Build and maintain relationships with a wide variety of stakeholders | E |  |  |  |
| 2. | Excellent planning and organisational skills | E |  |  |  |
| 3. | Good ICT experience of MS Office packages (Excel, Word, Outlook, Teams etc.) | E |  |  |  |
| 4. | Experience of using integrated financial systems  | D |  |  |  |
| 5. | Good literacy, report writing, and numeracy skills | E |  |  |  |
| 6. | Good communication skills, particularly when providing instructions, guidance orassistance in accounting, financial and payroll matters to non-financial experts | E |  |  |  |
| 7. | Ability to build strong working relationships with colleagues, budget holders, seniormanagement and Governors | E |  |  |  |
| 8. | Ability to interpret complex data | D |  |  |  |
| 9. | Ability to work under pressure and unsupervised on own initiative | E |  |  |  |

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| **C** | **ATTITUDE & BEHAVIOURS** | **E/D** | **A** | **I** | **R** |
| 1. | A commitment to safeguarding, equality, diversity and community engagement | E |  |  |  |
| 2. | Highest standards of personal integrity | E |  |  |  |
| 3. | Team player | E |  |  |  |
| 4. | Good communicator who is willing to work with senior management | E |  |  |  |
| 5. | Desire to add value and work efficiently and effectively in a publicly funded environment and to challenge systems and processes to best achieve value for money | E |  |  |  |

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| **D** | **PERSONAL CIRCUMSTANCES** |  |  |  |  |
| 1. | This is a full-time post | E |  |  |  |
| 2. | The post holder will be required to travel to a variety of Trust locations from time to time to take part in or deliver meetings, training etc so should have the ability to travel | E |  |  |  |