

## NORTHFLEET SCHOOL FOR GIRLS

### JOB DESCRIPTION

**Post:** Finance and Payroll Manager

**Responsible to:** Business Operations Manager

**Post Level & Grade:** Kent Scheme KR9  
37 hours per week / 42 weeks per year (Term Time + 3 weeks)  
08:00 – 16:00 Monday to Thursday  
08:00 – 15:30 Friday

**Purpose:**

To be responsible for the day to day running of the finance office with a focus on the following areas:

- Ensuring financial controls are adhered to across the school, as set nationally, by the Local Authority and at school level.
- Complete end-to-end payroll procedures including Teacher Pension and LGPS reporting.
- Support the Business Operations Manager in relation to the management of the finance function, ensuring monies are targeted at the key priority areas.

**Main (Core) Duties:**

**Payroll and Pensions**

- Process end-to-end payroll cycle accurately and in accordance with the school's contractual obligations to employees.
- Ensure additional hours and timesheets are approved by the appropriate member of staff and Headteacher prior to processing.
- Ensure the accurate and timely release of payslips through the SAGE portal.
- Work closely with the HR Manager, ensuring contract changes are processed accurately and in a timely manner.
- Complete necessary HMRC returns on a monthly and annual basis.
- Be responsible for the completion of all monthly and annual LGPS and Teacher Pension reports.
- Complete pension paperwork for LGPS starters and leavers.
- Request pension estimates as directed by the Business and Operations Manager.
- Keep abreast of all pertinent information in relation to both pay and pensions. Including ensuring the SAGE system reflects any changes.
- Support with the calculation of Maternity, Adoption, Maternity Support Leave and Shared Parental Leave payments in line with the policy.
- Support with the calculation of backpay in relation to annual changes following the performance management cycle and support with the processing.
- Submit excepted items claims alongside evidence.

- Resolve issues and answer payroll/ pension related queries from employees or other key stakeholders.
- Management of Direct Earning Attachments and other deductions as directed.

## **Finance**

- Provide guidance to our Finance and HR Apprentice in relation to ordering processes.
- Oversee the management of the accounts mailbox and ensure queries are dealt with in a timely manner, escalating any matters to the Business Operations Manager.
- Be responsible for the processing of all invoices and support with the running of BACS payments.
- Maintain budget holder lists and ensure that delegated budget holders are aware of the statutory financial obligations as custodians of public money.
- Support with the implementation and monitoring of the Finance Policy, Charging and Remissions Policy, 16-19 Bursary Policy and Anti-Fraud Policy.
- Support with financial risk assessments and ensure that risk is appropriately managed day-to-day.
- Work closely with the Business and Operations Manager ensuring key information on the day-to-day running of the finance office is fed back in a timely manner.
- Undertake all month-end duties, to include but not limited to, bank reconciliations, petty cash reconciliation, VAT reclaim, recording of income, Accounts Receivable invoices, photocopying journals and monthly reconciliations.
- Prepare monthly catering analysis reports for the Business Operations Manager and Facilities Manager.
- Run reports and maintain the finance catering system.
- Bank cash in a timely manner, including liaising with cash collection service.
- Support with year-end closedown and creation of early return reports.
- Support the Business Operations Manager with the creation of the three-year budget and monitoring reports as directed.
- Ensure Free School Meal (FSM) information is kept up to date on school systems from the KCC portal and send FSM vouchers as directed.
- Work closely with Pupil Premium Leads to support with allocation of resources.
- Maintain the online payment system and card machines, running reports as directed.
- Support with financial matters relating to the Trust and Community Farm as directed by the Business Operations Manager.
- Work closely with the Admissions Officer in relation to new starters and transition expectations for new Year 7 students and Sixth Form.
- Support with the allocation of bursary monies to Sixth Form students.
- Work closely with the Deputy Headteacher for Learning and Subject Leaders to maintain appropriate stock levels of revision guides and other resources.
- Hold a Corporate Card and ensure that all KCC financial controls are adhered to in relation to the controlled use of the card.
- Assist auditors as required and directed the by the Business Operations Manager.
- Support with maintaining contracts and other service level agreements and working with the Business Operations Manager in relation to procurement.

## Staff Fund

- Responsible for the annual sign-up to the staff fund, including the collection of monies via the payroll.
- Ensure the fund is appropriately used and prepare reports for the Headteacher/ Line Manager in accordance with a clear schedule.
- Manage the purchases of gifts from the staff fund in conjunction with the set guidelines.

## Other Duties

- To deputise for the Business Operations Manager when required.
- To support the wider administration function as directed by the Headteacher/ Line Manager.
- Support with key events such as Open Evenings, Year 7 evenings and Year 11 information evening.
- Take part in school meetings and CPD sessions as per the school calendar.
- To ensure all appropriate safeguarding requirements are upheld at all times.
- To undertake any duties that the Headteacher may reasonably request.

## Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

## ORGANISATION:

Business Operations Manager  
↓  
Finance and Payroll Manager

## Agreed by:

Postholder: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

Qualifications	<ul style="list-style-type: none"> <li>• GCSE in English and Maths at a minimum of a Grade C – or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of running end-to-end payroll procedures.</li> <li>• Experience of working in education would be desirable.</li> <li>• Operational experience of administration and office systems.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to demonstrate a positive and enthusiastic approach</li> <li>• Ability to organise and prioritise workload to achieve deadlines</li> <li>• Good communication and interpersonal skills</li> <li>• Being friendly and welcoming at all times to students, staff, parents and visitors</li> <li>• Ability to effectively use ICT and other specialist equipment/resources.</li> <li>• Ability to work under pressure and work efficiently to meet deadlines</li> <li>• Ability to work effectively in a team but also take initiative and work independently where required</li> <li>• Ability to work confidentially</li> <li>• Display commitment to own development and willing to experiment and learn in the role</li> <li>• A meticulous approach to all tasks ensuring attention to detail is maintained.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Familiar with school accounting systems.</li> <li>• Familiar with payroll software (Sage)</li> <li>• Strong understanding of payroll processes and key legislation</li> <li>• Proficient in the use of Microsoft Office, with a particular focus on Excel</li> <li>• Aware of KCC Financial Regulations and understand other relevant school policies</li> <li>• Understanding of Child Protection procedures</li> <li>• Awareness of Data Protection and confidentiality issues</li> </ul>
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> <li>• We achieve the best outcomes when all staff work together in a supportive collaborative environment</li> <li>• High expectations in all aspects of our work</li> <li>• Staff and students can ‘enjoy the journey’</li> </ul> <p>In addition, we expect the following:</p> <ul style="list-style-type: none"> <li>• A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students</li> <li>• Flexibility to work as required to achieve the best outcomes for students</li> <li>• Integrity and professional pride to do the job properly</li> <li>• Rigorous, consistent and logical approach to ensuring all procedures and policies are followed</li> <li>• Good sense of humour and ability to relate to colleagues, parents and students</li> </ul>