



Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Trust office, may be required to work across any of the schools within the Watergrove Trust
Job Title:	Trust Finance & Payroll Officer
Hours:	36 ¼ hours, all year round, but will consider a term time only arrangement for the right candidate.
Grade:	6
Grade Range:	Points 19 - 22, currently, £25,927 - £27,514 (AYR)
Accountable to:	Trust Finance Manager
Accountable for:	N/A
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): To perform routine system upgrades and general maintenance.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

To assist the existing Finance Team to provide a comprehensive and efficient financial service to all our partner schools. Specifically this role is to ensure that the day to day administration of the Finance system is maintained in an accurate and timely manner, that high standards of our payroll service are upheld and that operational support is provided to our schools.

This post is based at the Trust's head office at Blue Pit Mill in Castleton but travel to the other schools within the Trust will occasionally be required.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Teaching Staff
Associate Staff
Students
Parents
Visitors
Contractors
Governors /Trustees

Organisational Chart

CEO
COO
Trust Finance Manager
Trust Assistant Finance Manager
Trust Finance & Payroll Assistant

Values and Behaviours

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate



Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

- Processing of invoices from receipt through to payment.
- Dealing with supplier queries and the checking of supplier statements.
- Raising of Purchase Orders and ensuring staff follow the Trust's procurement procedures.
- Dealing with queries arising from the ordering process.
- Processing payment runs, FPS payments, and cheques.
- Dealing with all emails to the WT Finance email inbox.
- Answering the WT Finance telephone calls.
- Assisting all Trust schools with finance queries but particularly queries relating to Sage 200.
- Dealing with all charge card transactions - ensuring compliance with Trust procedures in purchases and also recording and reconciling the associated invoices and statements.
- VAT return queries.
- Recording of all Trust income.
- Reconciliation of the central Trust bank account.
- Monthly review of postings to Sage 200 ledgers.
- Processing of the monthly payroll using Edupay and BPS, with the assistance of the Finance Manager & Assistant Finance Manager.
- The timely payment of 3rd party payroll deductions and submission of associated returns.
- Dealing with all payroll related queries from colleagues.
- Dealing with pension queries for both Teachers Pensions and Greater Manchester Pension Fund and administration of both schemes.
- Managing the auto enrolment process every 3 years and upon the inward transfer of new staff.
- Assistance with the annual external audit and any relevant internal audit visits.
- Administration of the sales ledger - raising invoices and subsequent follow up for payment where necessary.
- Processing nominal ledger journals.



- Maintenance of the fixed asset register - ensuring it is updated in a timely and accurate manner and that annual checks are carried out.
- Assistance with the full budget setting and monitoring process for one or more of our primary schools as the Trust grows.
- Assistance with the integration of new Trust schools including the implementation of software systems and supporting staff in the new school with the transition.
- Providing cover for the finance duties of the School Business Managers in the event of staff absence.

Secondary Duties

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the CEO (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal



Opportunities Policy and other policies designed to protect employees or service users from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

10. To attend and participate in meetings as required.

11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

12. Support the Academy and the Trust in meeting our legal requirements for worship.

13. Actively promote the Academy and Watergrove Trust corporate policies.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Trust Finance & Payroll Assistant
Section :	Associate Staff	Grade:	6

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Good standards for literacy and numeracy GCSE Grade C (4 or above) in Maths and English or equivalent	E	AF, I
Candidates should possess, or be currently working towards, the AAT qualification, and ideally should have experience of working in finance.	E	AF, I
Skills and Experience		
Previous experience of end to end Finance & Payroll administration	D	AF, I
Logical thinker and ability to act on own initiative	E	AF, I
Experience of working within a busy customer focused, service driven support department preferably (but not essential) within a school environment	D	AF, I
Ability to communicate effectively with a range of people both verbally and in writing.	D	AF, I
Ability to work effectively and respond positively to the demands of a varied workload.	E	AF, I



Ability to work to strict deadlines whilst maintaining accuracy.	E	AF, I
Ability to work effectively as both part of a team and as an individual.	E	I
Experience working with cloud products eg Google Suite.	D	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Able to find solutions to the problem, understanding the importance of adopting a logical approach and working within codes of good practice	E	AF, I
Ability to prioritise own workload, work as part of a team and work to deadlines	E	AF, I
Able to demonstrate integrity and confidentiality	E	AF, I
Flexible and open minded approach to completion of work	E	AF, I
Adaptable to change and a 'growth' mindset	E	AF, I
Detailed knowledge of and interest in a wide range of Finance practises with a particular focus on Finance in education	D	AF, I
Special Working Conditions		
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.	E	AF, I
There may be a requirement for you to work at any of our partnership schools as required.	E	AF, I
A full driving licence and access to a vehicle	D	AF, I

