

Job description

Job Title: Payroll and Finance Officer

Reports to: Finance and Resources Manager

Location: North West Cluster

Purpose of the Job

Under the direction of the Finance Manager, to be responsible for a payroll administration service for the North Cluster of schools in close liaison with the payroll service provider.

To provide a customer-focused and effective payroll service that facilitates accurate, timely and efficient financial processing that meets the needs of school operations.

To ensure that the Trust's financial processes adhere to financial regulations, the Academies Financial Handbook and any other requirements specified by the Director of Finance.

Main duties and responsibilities

1. Payroll administration

- Ensure the timely processing of all payroll transactions for staff i.e., uploading changes such as starters, leavers and pay amendments through accurate inputting onto the payroll portal (provided by the external payroll bureau) in line with the finance and payroll timetable;
- Ensure that all record keeping of payroll records are maintained, validated and up to date;
- Ensure payroll records demonstrate a clear audit trail to support all payroll transactions;
- Run regular reports to ensure the schools' monthly payroll transactions agree to those of the payroll provider and investigate any discrepancies;
- Administration of childcare and other benefit schemes in operation through the payroll portal;
- To liaise with TPS and LGPS, as well as the external Payroll Bureau in relation to pension related queries;
- Prepare monthly payroll reconciliations and journals ready for posting to the finance system (PS Financials);
- Responsible for the collection, collation and analysis of a range of payroll data including the production of reports and statistical data for internal and external use;
- Participate in end of year processes.
- Respond professionally to staff queries over payroll matters;
- Ensure that the trust's HR policies are complied with when handling payroll administration matters.

2. Financial processing

- Monitor and administer arrangements for student trips, catering income, the sale and issue of uniforms and charitable funds;
- To process petty cash and expenses, ensuring costs are allocated to the appropriate accounts; and
- To ensure credit card or procurement cards are appropriately managed and expenditure correctly allocated.

3. Any other duties

- To provide cover for members of the finance team e.g., Finance Officer when needed;
- Comply with the trust's policies, financial regulations and scheme of delegation at all times
- Undertake any other duties as required by the finance manager.

Personal specification

	E/D	App Form	Interview
Knowledge			
Knowledge of academy financial controls and regulations	D	Y	Y
Knowledge accounting systems	D	Y	Y
Skills/Abilities			
Good interpersonal skills	E	Y	Y
Excellent communication skills, both orally and in writing to a range of audiences	E	Y	Y
Strong planning and administrative skills	E	N	Y
Excellent ICT skills, including Microsoft Excel and Outlook	E	Y	N
A proactive approach to resolving problems and a curious mind	E	Y	Y
Experience			
Experience of working across sites in an finance and payroll environment or function	D	Y	Y
Experience of working flexibly in an environment of constant change	E	Y	Y
Experience of providing a quality service to a number of different customers	D	Y	Y
Qualifications			
GCSE or equivalent in English and Maths	E	Y	Y

Attributes E= Essential D= Desirable