

JOB DESCRIPTION

Chingford Academies Trust

Title of Post:	Finance and Payroll Assistant
Grade/Pay Range:	Scale 5 (spinal points 12-16)
Hours:	36 hours p/w (08.00-16.00), 47.58 weeks per year (term time including Inset days + 2 weeks during the school holidays. NB: additional days to be agreed with Line Manager)
Department:	Finance
Responsible to:	Finance Manager/Payroll and Pensions Officer
Responsible for:	None
Key Contacts:	External – Parents; Internal – Staff/Pupils

The Finance and Payroll Assistant is a key Trust role within the finance team. The successful candidate will have a flexible approach, along with good communication and organisation skills. Excellent attention to detail, a positive 'can-do' attitude, a respectful approach to daily tasks and the ability to work in a fast-paced educational environment is essential.

The candidate must be willing and committed to professional development and CPD opportunities and in return the Trust will provide excellent support and guidance, as well as direct hands-on experience, to develop their knowledge of finance and payroll across the Trust.

There is an expectation that the successful candidate will work across all schools within the Trust, support staff and students in the delivery of an excellent financial and payroll service. The postholder is expected to demonstrate a high level of honesty and integrity in the role, upholding financial best practice and procedures.

The postholder is required to contribute to and support the overall aims and ethos of the Trust.

FACILITIES AND RESOURCES

The Trust provides outstanding facilities for teaching and support staff, including designated classrooms and offices. There is a designated Finance Office at Chingford Foundation School and a Trust Office at South Chingford Foundation School for Trust staff to work. Both sites have free on-site school parking and a canteen serving hot and cold food.

LINE OF RESPONSIBILITY

The post holder is directly responsible to the Finance Manager and the Payroll and Pensions Officer.

JOB PURPOSE

- The Finance & Payroll Assistant is an integral part of the Finance team responsible for ensuring high standards of financial probity within the school
- The role involves assisting in the day to day running of the financial processes, procedures and systems of the school
- The Finance & Payroll Assistant will work closely with the Finance Manager and Payroll and Pensions Officer to ensure the Trust meets its responsibilities under the Academies Handbook and other regulations as required.

MAIN DUTIES / RESPONSIBILITIES

Financial Processing

- To support the management of the orders and invoices in-box, checking and raising orders
- To accurately process invoices and ensure that they are correctly signed off by budget holders in line with the authorised signatory list
- To support the preparation of the BACS payment run
- To liaise with suppliers by telephone and email on financial matters
- To check supplier statement schedules, request invoices and ensure all outstanding queries are resolved
- To ensure that financial paperwork is correctly filed and available for inspection as and when required
- To assist with the development and management of financial spreadsheets to support the work of the team
- To assist with the purchasing process ensuring best value and value for money.

Financial Administration

- To administer school journey and trip accounts, recording, reconciling and processing entries relating to school trips
- To ensure that trips and other payment items are accurately set up in the MIS system to enable timely payments from parents and carers
- To administer, count and record monies received from activities including student fundraising and, where appropriate, administer the donation of monies to charities.

Financial Support

- To answer calls and emails and responding to queries from staff and students
- To process mail, checking deliveries and arranging any returns of goods purchased including managing any refunds owe to the Trust
- To accurately file of all financial paperwork, using both paper and electronic filing methods
- To supporting the Finance Manager with monthly accounting and reporting procedures as required
- Any other finance related tasks as directed.

Payroll Administration

- To support the Payroll and Pensions Officer in ensuring accurate and timely monthly input of overtime and absence data into the Trust third party payroll system
- To work with the HR Team to ensure that employment contracts for current staff, new starters and leavers are accurately recorded in the payroll system
- To support the Payroll and Pensions Officer in the monthly reporting and reconciliation of payroll
- To actively support your own CPD and development.

General

- These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust
- To always perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in effective one to one meetings with line manager
- To participate in continuing professional development opportunities as directed or identified through one-one meetings and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within the Trust.

Other requirements

To have an up-to-date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

PERSON SPECIFICATION
FINANCE AND PAYROLL ASSISTANT

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE grade C or equivalent in English and Maths	X	
Level 3 Finance qualification or willingness to work towards this	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of using IT packages/software including Microsoft Teams/One Drive	X	
Experience of using Finance/Payroll/Accounting software eg Arbor		X
Experience of working in a fast-paced professional environment		X
Experience of working in an educational environment		X
Experience of working in a team		X
Experience of performing financial processing/book-keeping tasks in a school/academy setting		X
Double entry accounting experience		X
Experience of Payroll administration		X
Knowledge of the funding, regulatory and legislative environment of schools and academies		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Excellent organisational and administrative skills	X	
Ability to follow instructions and carry out set duties	X	
Ability to communicate effectively at all levels	X	
Proficient use of a range of computer systems including Microsoft Excel and Word	X	
Good interpersonal skills and ability to communicate with a range of stakeholders	X	
Ability to work in a logical way, prioritising and coordinating and working to deadlines with the ability to multi-task	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Understanding the importance of confidentiality and GDPR when handling sensitive information	X	
Excellent attention to detail and able to work with accuracy	X	
Excellent analytical skills and record keeping	X	

Adaptable and quick to learn	X	
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
Commitment to school ethos and direction	X	
High standard of punctuality and professional dress	X	
Ability to motivate others and to be self-motivated	X	
Calm and organised approach to work including times when under pressure	X	
Resilience and determination	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.