



# THE ATHELSTAN TRUST

*Caring, collaborative and excellent*



## Payroll & Finance Manager



T: 01666 501084

[www.theathelstantrust.org](http://www.theathelstantrust.org)

The Athelstan Trust, Lowfield Road, Tetbury, Gloucestershire, GL8 8AE



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

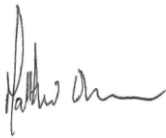
Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans

**Chief Executive Officer**

The Athelstan Trust



## **Our Philosophy as an Employer**

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

## **Why work for us?**

Internal career opportunities

Personalised professional development and training

Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Nationally negotiated cost of living pay

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Discounts at local gyms



## Payroll & Finance Manager

Salary:	£40,777 - £45,091 (SCP 30 – 34)
Contract:	Permanent, part-time (30 hours per week, 52 weeks per year) Working pattern to be agreed
Location:	Athelstan Trust Offices, Sir William Romney's School, Tetbury
Closing date:	19 <sup>th</sup> June 2026

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 800 people and educate over 5,000 pupils and plan to expand further over the coming years.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools
- Our commitment to developing the talents and skills of all our staff throughout their career
- Being part of a caring, collaborative and excellent community.

We are seeking to appoint an enthusiastic, adaptable and experienced Payroll and Finance Manager to provide payroll support across all schools within the Athelstan Trust. The postholder will work closely with the Chief Financial Officer, the central finance team and School Finance Managers to help deliver the Athelstan Trust's strategic objectives.

The Payroll and Finance Manager will lead on core central finance functions include a wide range of financial management responsibilities, incorporating the development of centralised services and integrating new schools into the Athelstan Trust.



The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions.

References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

Candidates who would like to talk about this opportunity are invited to contact Danielle Gregory Evans, CFO, by email [dgregory@theathelstantrust.org](mailto:dgregory@theathelstantrust.org)



## Job Description and Person Specification

**Job Title:** Trust Central Payroll & Finance Manager

**Responsible to:** Chief Financial Officer

### **Purpose of Job**

The Trust Central Payroll and Finance Manager is responsible for the accurate, compliant, and timely delivery of monthly payroll across all schools within the Trust. This includes payroll processing, statutory returns, pension administration (LGPS and TPS), payroll reporting, and liaison with external HR and payroll providers. The postholder acts as a key point of contact for payroll, pension, and central finance queries.

The postholder also leads core central finance functions including cashflow oversight, VAT returns, balance sheet reconciliations, bank and trip reconciliations, month-end processes, supplier approval, audit preparation, and systems expertise. The role supports Trust-wide HR reporting requirements including gender pay gap reporting, workforce census, and ONS submissions.

### **Key Objectives**

- Lead and manage the end-to-end payroll function for the entire Trust.
- Ensure payroll accuracy, compliance, and timely processing.
- Oversee pension scheme administration including LGPS and TPS returns.
- Lead central finance operations including cashflow management, VAT, reconciliations, and month-end processes.
- Maintain high-quality internal and external relationships on payroll and finance matters.
- Provide an effective, knowledgeable payroll and finance service to schools and central teams.
- Support payroll and finance elements of academy conversions and onboarding new schools.
- Ensure up-to-date knowledge of payroll, pensions, VAT, and financial compliance requirements.
- Act as systems expert for Trust finance and payroll systems.
- Support statutory HR reporting including gender pay gap, workforce census, and ONS returns.

### **Payroll Operations**

- Prepare and manage the full payroll cycle for all employees across the Trust.
- Support in maintaining accurate payroll data, ensuring reconciliation with reports from external payroll providers.
- Co-ordinate production of maternity/ paternity schedules with external provider.
- Ensure payments/deductions (PAYE, NI, pensions, salary sacrifice, overtime, additional hours) are correctly costed.
- Ensure monthly payroll reports are checked and approved by Headteachers and the CFO.
- Process monthly payroll journals into the Trust accounting system, ensuring reconciliation between Trust budgets and



- Maintain accurate records for audits (internal, external, DfE)
- Lead on management of payroll contract with external providers, SAMPeople, working collaboratively to ensure effective payroll and pensions provision.
- Review monthly payroll reconciliations, following up variances/ queries with school finance managers.
- Produce holiday calculations for leavers, producing correspondence for any deductions to final pay.
- To manage and oversee salary sacrifice schemes including childcare vouchers and cycle to work, liaising with staff, finance team and external providers as appropriate.
- To keep up to date with new payroll and pension legislation.
- Ensure changes to payroll are communicated and actioned within the Trust HR/ payroll system, including pay awards and pension contributions
- Produce costing analysis for finance and HR as required.
- Supporting school finance managers with staff payroll and pension queries, in particular those requiring additional payroll and pensions expertise.
  
- Submit Annual Survey of Hours and Earnings for all schools.
- Submit Monthly Wages and Salaries Survey for all schools.

#### Pension Administration

- Liaise with external provider to administer LGPS and TPS including all starter/leaver/amendment notifications.
- Act as key liaison with external payroll services and Local Authorities/ Teachers Pensions Scheme for LGPS and TPS matters respectively.
- Work with external payroll provider to ensure accurate, timely submission of monthly and annual pension returns.
- Maintain knowledge of pension scheme requirements.
- Complete annual reconciliation of Teachers Pensions contributions for Audit.

#### Compliance

- Keep up to date with payroll, HMRC and pensions legislation and apply changes appropriately.
- Ensure compliance with the Academies Trust Handbook and Trust policies.
- Ensure data protection compliance in respect of all payroll and pension records.
- Lead on collation of payroll and staff disclosures data for the annual statutory audit.

#### Central Finance Responsibilities

- Oversee Trust-wide cashflow management, including monitoring, forecasting, and reporting variances to the CFO.
- Oversight of VAT returns, ensuring accurate preparation, submission, and compliance with HMRC requirements.



- Complete and review balance sheet reconciliations, ensuring accuracy and timely resolution of discrepancies.
- Oversee bank reconciliations for central accounts.
- Oversee trip reconciliations, ensuring compliance with Trust financial procedures.
- Lead month-end processes for purchase ledger, sales ledger, and payroll journals.
- Act as systems expert for Trust finance systems, supporting upgrades, training, and troubleshooting.
- Support academy conversions, including financial due diligence, onboarding, and system setup.
- Lead on audit preparation, including provision of payroll, finance, and staff disclosures data.
- Oversee credit card and Caxton card processes, ensuring compliance and accurate reconciliation.
- Manage central forecasting, supporting budget monitoring and reporting.
- Approve new supplier requests, ensuring compliance with procurement and financial controls.

#### Customer Service & Support

- Support Trust staff on queries on salary, pensions, deductions, and taxation.
- Provide clear, professional advice to staff and managers.
- Produce annual salary statements for all staff via their self-service account

#### **CONDITIONS OF EMPLOYMENT**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Board of Trustees.
- To ensure confidentiality is appropriate to working in a school/business environment and to adhere to all policies.
- To uphold the Trust's policy in respect of child protection matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically, and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the Trust performance management/appraisal scheme.
- The postholder may be required to travel between schools within the Trust.



<b>Person Specification – Payroll &amp; Finance Manager</b>		
	<b>Essential/Desirable</b>	<b>How assessed*</b>
<b>QUALIFICATIONS</b>		
To have appropriate financial qualification/s and / or significant experience in the workplace	<b>E</b>	<b>AF/Cert</b>
To have completed a financial qualification, e.g., School Business Management, Accountancy	<b>E</b>	<b>AF/Cert</b>
To show evidence of continuous and relevant professional development.	<b>E</b>	<b>AF/Cert</b>
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/CURRENT)</b>		
To have a minimum of 3 years' experience in a finance function.	<b>E</b>	<b>AF/IV</b>
To have a minimum of 3 years' experience in a finance function within education or the public sector.	<b>D</b>	<b>AF/IV</b>
To have experience of managing financial resources.	<b>E</b>	<b>AF/IV</b>
To have experience of successful project management.	<b>E</b>	<b>AF/IV</b>
To have experience of a leadership role and the ability to influence decisions and strategy.	<b>D</b>	<b>AF/IV</b>
To show the ability to proficiently use finance software, Excel spreadsheets, databases and internet systems.	<b>E</b>	<b>AF/IV</b>
To have experience of working with professional organisations such as auditors, ESFA, DfE, HMRC.	<b>D</b>	<b>AF/IV</b>
High level of IT competence, literacy and numeracy skills	<b>E</b>	<b>AF/IV</b>
Experience of using and supporting others in the use of financial software packages, including a working knowledge of Sims FMS, HCSS software.	<b>D</b>	<b>AF/IV</b>
To have experience of the finance function within an Academy setting.	<b>D</b>	<b>AF/IV</b>
To have experience of supporting senior management by developing effective management information reporting		<b>AF/IV</b>
<b>PERSONAL AND PROFESSIONAL QUALITIES</b>		
To demonstrate excellent interpersonal skills with ability to maintain strict confidentiality.	<b>E</b>	<b>AF/IV</b>
To show initiative and ability to prioritise one's own work and that of others to meet competing deadlines.	<b>E</b>	<b>AF/IV</b>
To display resilience and the ability to manage in high pressured environments.	<b>E</b>	<b>AF/IV</b>
To be able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.	<b>E</b>	<b>AF/IV</b>



To be able to follow direction and work in collaboration with senior management.	E	AF/IV
To demonstrate a willingness to seek specialist advice and awareness of where to seek it	E	AF/IV
To be capable of developing systems to provide effective financial control balanced by flexibility yet with a clear customer focus.	E	AF/IV
To have knowledge and understanding of the Academies Financial Handbook and Charity Statement of Recommended Practice.	D	AF/IV
To have knowledge of Sage, Access/HCSS financial software and systems	D	AF
Full clean driving licence	E	AF

**\*Key to how skills are assessed: AF = Skill assessed via application form. IV = Skill assessed via interview.**

**Cert = Certificate checked at interview**

