

Finance & Payroll Officer – Job Description

Post Title:	Finance & Payroll Officer
Salary:	Kingston Educational Trust Operations Pay Scale Grade E Point 9-15 £31,467.00 - £34,325.00 gross per annum
Reporting to:	Finance Manager
Contract:	Permanent, All year round
Hours:	8am – 5pm, Monday to Friday

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role.

Core Purpose

Reporting to the Finance Manager, effective financial administration for the Trust including maintenance of the accounting systems within statutory and regulatory framework and trust policies and procedures.

Job Purpose

- Accurate processing of all transactions for the Trust from initial order to payment.
- Following systems and processes to keep accurate records of the School finances
- Support the Finance Manager to ensure the School finance processes are robust and followed at all times.

Finance

- Accurately maintain financial records using Access Education, Excel and other databases
- Processing orders accurately and efficiently, advising staff, dealing with any returns, matching delivery notes and settling invoices.
- Ensuring budget holders adhere to the financial procedures at all times
- Liaising with suppliers, reconciling statements and investigating and resolving queries, quickly and accurately
- Purchase Ledger- maintain supplier list, entry and allocation of invoices and payments
- Sales Ledger – raise invoices, allocate income and credit control
- Bank/Cash Ledger- Receipting and banking cheques and cash and processing online payments
- Expenses - processing staff expense claims
- Petty Cash – processing payments, maintenance of Petty Cash Book and reconciliation.
- Maintain accurate records for trips and other ad hoc income
- Regular reconciliation of sales and purchase ledger records
- Filing and maintenance of all folders and files relevant to the job role.
- Reporting to and working with the Finance Manager on a daily basis.
- Providing financial information when required by staff, governors and auditors
- Ad hoc duties commensurate with role to assist the Finance Manager

Payroll

- Process staff timesheets on the Trust payroll system
- Processing Duty Payments
- Work with HR and Finance Manager to respond to payroll queries
- Administration of annual salary statements
- General payroll administration

General Responsibilities

- Compliance with trust financial regulations at all times
- Working collaboratively to ensure best practice is maintained at all levels
- Undertake supervision duties at break and lunch as required
- Undertake other duties as required in line with overall grading and purpose of the job.

Additional Personal Responsibilities

- Adopt a flexible approach within the Operations team and be willing to assist on occasion with tasks beyond the scope of your job description.
- Actively promote school policies and procedures. In particular, ensure that you comply with the Staff Behaviour and Code of Conduct, Acceptable Use of ICT, Whistle Blowing and Health and Safety Policies.
- Participate in whole school activities and initiatives.
- Willingness to fit with the school's ethos, aims and its whole community.
- Participate in training and other learning activities as required.
- Establish constructive working relationships with all other members of staff.
- Uphold high standards of personal and professional comportment.
- To undertake any other reasonable tasks or duties assigned by the COO or Head Teacher.

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Finance & Payroll Officer – Person Specification

Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
5 A*-C grades at GCSE including at least C grade in English and Mathematics	✓	
Fully competent in using MS Office, including Word and Excel.	✓	
Knowledge and Experience		
Training and experience of office administration, word processing and computer information systems.	✓	
Previous experience in computerised finance, pay, personnel and administrative systems	✓	
Previous finance/accounting experience	✓	
Experience of working in a school or similar establishment		✓
Ability to use office computer and finance software including word processing, spreadsheet, database and internet systems.	✓	
Demonstrated ability to work constructively as part of a team, understanding school roles and responsibilities	✓	
Operating and monitoring budgets and providing required reports.	✓	
Some knowledge of bookkeeping and understanding of ledger control accounts	✓	
Personal		
Initiative and ability to prioritise one's own work	✓	
Able to follow direction and work in collaboration with Line Manager and Leadership Team	✓	
Able to work flexibly to meet deadlines and respond to unplanned situations.	✓	
Efficient and meticulous in organisation	✓	
Desire to enhance and develop skills through continuing professional development	✓	
Evidence of excellent attendance and punctuality record.	✓	
Demonstrate a personal commitment to produce work of the highest quality in a manner to assist the teaching staff to obtain the highest standards of individual pupil achievement regardless of gender, race or class	✓	