

Finance and Payroll Officer

Responsibilities & Duties

Responsible to:	Trust Finance Manager
Responsible for:	n/a
Grade:	Grade 4 (Life Central Grade)
Annual Salary	£29,950 - £32,200 actual
Working Hours:	36 hours per week for 43 weeks per year

Purpose

The Finance and Payroll Officer ensures the Trust's payroll processes are carried out accurately, efficiently, and on time, contributing to the effective financial administration of the Trust.

Main Responsibilities

- Liaise with key stakeholders to collate and prepare documents for submission to the external payroll provider.
- Review payroll reports and ensure all queries are amended.
- Maintain accurate and organised records of all correspondence between schools and the payroll provider.
- Ensure internal systems are updated promptly and accurately.
- Provide administrative financial support as directed by the Trust Finance Manager.

Key Duties

Payroll Coordination and Administration

- Serve as the main point of contact for payroll matters, liaising with Operations Managers, the Trust Finance Manager, the People Manager and the external payroll provider to ensure monthly payroll completion.
- Collate, submit and review monthly payroll amendment schedules for all Trust schools within established deadlines.
- Prepare the payroll journals and salary recharges as well as resolving any payroll variations.
- Manage the payroll inbox, responding to queries and maintaining a detailed communication log.
- Liaise between Operations Managers and the external payroll provider to resolve payroll-related queries.
- Assist with the implementation of the new payroll system and embedding the new payroll service provider. The postholder will be a key member of the project team.

Financial Reporting and Reconciliation

- Perform reconciliations of payroll data to ensure accuracy and consistency.
- Carry out monthly balance sheet reconciliations and support year-end processes by providing required payroll data to auditors.

- Prepare and upload payroll related journals to PSF
- Aid with all pension returns including but not limited to the End of Year Certificates and M99.
- Work with external payroll service provider to collate the data required for the annual gender pay gap reporting.

Employee Support and External Liaison

- Address and resolve employee queries regarding payroll and pensions promptly and professionally.
- Liaise with external agencies such as HMRC and pension scheme providers (LGPS and Teacher Pension Schemes) to ensure compliance and resolve issues.
- Assist with the preparation and submission of statutory returns for pension schemes.

Administrative and Financial Support

- Support the central finance team by performing general financial tasks such as journals, reconciliations and ad hoc tasks as required.
- Maintain and manage cost schedules recharges between schools.
- Collate absence reports from Administrative Support Officers (ASOs).

General

- Undertake any training commensurate with the post
- Participate in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
- Work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.
- Support the ethos of the Trust.
- The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Carry out appropriate duties within the context of the job, skills and grade.

Finance and Payroll Officer

Person Specification

Experience

- Demonstrable experience in office administration and using computerised systems
- Payroll experience desirable but not essential

Attributes & Skills

- Strong numeracy skills to handle and analyse a large volume of complex data.
- Strong organisational skills with the ability to manage time-sensitive tasks effectively
- Excellent communication and interpersonal skills to work collaboratively with internal and external stakeholders.
- High level of attention to detail and accuracy.
- Ability to work effectively both independently and as part of a team
- Able to remain calm and composed under pressure and work to deadlines.
- Reliable and a good time keeper.
- Adopts a positive attitude.

LIFE Behaviours

Humility

- Recognising your own strengths and limitations.
- Listening so that you can hear.
- Continually improving yourself.

Bravery

- Taking personal responsibility.
- Having courageous conversations.
- Embracing and pursuing creativity and innovation.

Teamwork

- Demonstrating dignity and respect for others.
- Working collaboratively.
- Committing to producing great pupil outcomes.