



**Kingston  
Educational  
Trust**

# Candidate Information Pack

**Finance & Payroll Officer**

**ASAP start - Permanent Role**

**Salary £31,467.00 - £34,325.00**



# Our Story

**Thank you for your interest in this important role within Kingston Educational Trust. As our Trust continues to grow and mature, we are delighted to invite applications from ambitious and values-driven professionals who are excited by the opportunity to shape and support outstanding educational environments across our family of schools.**

Kingston Educational Trust was established to deliver exceptional education for the communities we serve, building on the success and strong foundations of The Kingston Academy, which opened in September 2015 through a unique partnership between Kingston University, Kingston College and the Royal Borough of Kingston upon Thames. These organisations continue to form our Trust membership today and underpin our collaborative, civic-minded ethos.



Mrs Sophie Cavanagh  
Headteacher, TKA  
Executive Director, KET

The Kingston Academy has quickly secured a national reputation for excellence, with outstanding GCSE and A Level outcomes and a strong commitment to inclusion, including becoming a school of choice for young people with special educational needs. In January 2022, we were proud to welcome Fern Hill Primary School into Kingston Educational Trust, marking an important milestone in our development as a multi-academy trust.

Our distinctive Trust composition places us in a unique position to develop, grow and support our staff, while ensuring that our schools benefit from high-quality central expertise and strategic leadership.

This is an exciting time to develop your career with Kingston Educational Trust as we continue on our journey of excellence. For further details about the role, please refer to the information contained within our Job Packs.

## Finance & Payroll Officer

Thank you for your interest in the role of Finance & Payroll Officer within Kingston Educational Trust. As our Trust continues to grow and mature, we are delighted to invite applications from values-driven professionals who are excited by the opportunity to shape and support outstanding educational environments across our family of schools.

Our distinctive Trust composition places us in a unique position to develop, grow and support our staff, while ensuring that our schools benefit from high-quality central expertise and strategic leadership. We are looking for a reliable, organised and detail-oriented Finance Officer to join our welcoming Finance Team. This is a varied and rewarding role, ideal for someone who enjoys working as part of a small, supportive team and wants to make a meaningful contribution to education.

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"Fern Hill consistently outperforms both local and national averages in Reading, Writing, and Maths"



"TKA is one of the top 50 happiest schools in the UK"

The Times

# Role Information

A full job description is available [here](#), but the successful candidate will be expected to undertake the following key responsibilities:

### 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.



# Job Description

- 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.



# **Job Description**

## Application Process

Applicants should complete an application using the link on the right of this page. Shortlisted applicants will be invited for an assessment day. We reserve the right to close the application portal prior to the close date included on the advert.

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- A Finance In-Tray Task.
- Interview with Executive Director, Finance Manager and Director of Finance.

To find out more about our Trust, please visit our website:

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

To make a direct application, please visit our vacancy page (hover over image) on mynewterm:



# How to Apply

## Safeguarding and Safer Recruitment Statement

Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

## Equalities Statement

At Kingston Educational Trust, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique backgrounds, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.

