

## **JOB DESCRIPTION**

**JOB TITLE:** Finance Assistant (Payroll)

**GRADE:** NJC 12-18

**REPORTS TO:** Director of Finance and Resources / Management Accountant

### **PURPOSE OF JOB**

To administer the monthly payroll and assist with the running of the school finances.

### **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

- To assist the Director of Finance and Resources with the smooth day to day running of the finance office.
- Administrator of Access HR/Payroll system – update salary scales and NMW rates and role creation within system to ensure correct pay.
- To check and process monthly staff overtime claims on Access for submission.
- Maintain accurate staff salary spreadsheets to check against interim salary reports when received.
- Produce reports from the data received from Access detailing department salaries for both schools in the Trust.
- Input payroll journals onto PSF Finance system.
- Create invoices for shared staffing.
- Create adjusted payroll sheets giving accurate costings of Trust schools.
- Maintain salary summary for budget comparison and to identify any variances.
- Maintain audit sheets in preparation for annual audit.
- Maintain FTE spreadsheet for annual audit.
- TP and WYPF websites – check message board, complete forms as required.
- Deal with staff pension and pay queries.
- Produce P11D's for eligible staff.
- Manage School Fund – accounting for trip income and expenditure via cashless system ParentPay. Balance monthly along with bank reconciliation. Assist with KSHS School Fund as required.
- Produce correct information for processing annual Gift Aid Claims.

The duties and responsibilities in this job description are not exhaustive and the postholder may be required to undertake other duties from time to time considered to be within the skills and experience of the individual.

### **MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE**

None required.

### **CREATIVITY AND INNOVATION**

The postholder works within defined policies, procedures and legislation governing the Trust allowing limited opportunity for innovation and creativity.

### **CONTACTS AND RELATIONSHIPS**

Day to day contact with staff, students, suppliers and a range of external stakeholders including agencies.

THE ROBERT CARRE TRUST

**JOB TITLE:** Finance Administrator - Payroll (continued)

**DECISIONS**

Discretion - the postholder works within policies and procedures providing opportunity for decision making.

Consequences - impact would be on Trust/employees and issues would be quickly identified and easily remedied.

**RESOURCES**

The postholder has responsibility for finance and cash. Equipment would include personal computer and calculator.

**WORK ENVIRONMENT**

Daily routine may be varied and subject to interruptions – however this should not impact on overall completion of tasks.

Physical demands – normal physical effort associated with office work, there may be prolonged periods of sitting for example when working on a computer.

Working conditions – well lit and well ventilated general office environment.

**KNOWLEDGE AND SKILLS**

5 GCSE's including Maths and English or equivalent.

Finance experience/or relevant financial qualification (AAT or ICB).

Computer literate with specific knowledge and experience of Microsoft Excel.

Experience of working in a school environment would be an advantage.

Experience of payroll is desirable.

Experience of finance packages, ideally PSF.

**ALL SCHOOL STAFF HAVE A RESPONSIBILITY TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN AND YOUNG PEOPLE WITHIN THE SCHOOL**

*This job description was discussed and agreed with (Postholder)*

*Signature .....(Postholder)*

*Signature .....(Performance Manager)*

*Date*