



FINANCE AND PAYROLL ADMINISTRATOR

This is a role within the Trust

Job Description & Person Specification

March 2018

Job Description

Job Title:	Finance and Payroll Administrator
Accountable to:	Director of Finance
FTE Salary:	£23,115 to £26,805 (pro rata)
Contract:	Term time only plus three weeks and permanent

Working Hours

The post is flexible, but you will be expected to work during term time and take annual leave during school holidays.

36 hours per week, 41 weeks per year.

Core Purpose

To ensure that the Trust's payroll function is effective, accurate and timely and that all payments and statutory returns are submitted on time.

To administer the accounts for the central services function of the Trust and to assist in the internal audit function.

The Director of Finance will undertake performance Management of the Finance and Payroll Administrator.

Key Priorities

- To take operational responsibility for running the payroll and ensuring that monthly and annual payments and returns are made, including pension returns, in a timely and accurate manner.
- To maintain absence, sickness and holiday records for all Trust staff.
- To ensure that central services accounting records are accurate and year end processes are completed.
- Be responsible for the operation of the Central Services accounts.

Duties

The Finance and Payroll Administrator will:

1. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Be a role model and take a lead in ensuring excellent professional practice across the Cirrus Primary Academy Trust.
5. Ensure equal opportunities with regard to all aspects of practice and provision.

6. Undertake any other duties as may reasonably be directed by the CEO.
7. Work from a base in a Trust school but be able to provide support to other schools as requested.
8. Participate in any arrangements for the appraisal of your performance as Payroll and Finance Administrator and commit to furthering your professional knowledge and skills through identification of training needs and participating in further training.
9. Work from a base in a Trust school and assist with covering office administration duties within that school if required.
10. Work with Trust staff and with nominated contacts in each of the Trust's academies.
11. Provide first aid to students, staff and visitors when required.
12. Maintain Trust level human resource filing, processes and systems and assist with the recruitment process of Trust employees
13. Setting up and maintaining confidential employee records on the computer payroll system.
14. Maintaining accurate salary information including the administration of starters and leavers.
15. Operating the monthly payroll and dealing with any queries on payroll issues.
16. Reconciling the monthly payroll, and making the actual monetary payments by BACS.
17. Ensuring all PAYE, NI and pensions monthly returns are completed accurately, the appropriate paperwork completed and the payments made.
18. To maintain absence, sickness and holiday records for all Trust staff.
19. To prepare year end returns e.g. P14s and P60s.and prepare all relevant pension scheme annual returns.
20. Maintain the Central Services accounts, budgets and funds.
21. Maintain and update the computerised (Sage) and manual records in relation to all financial transactions.
22. To check all ESFA, DfE and Local Authority funding and raise any queries direct with the relevant body and highlight any discrepancies to the Director of Finance.
23. To deal with all matters relating to Accounts Receivable including raising invoices and collecting monies for income owed.
24. To deal with all matters relating to Accounts Payable, including processing, paying and reconciling purchase orders, invoices, account and delivery queries and departmental charging.
25. To actively participate in ensuring Year End and procedures are adhered to.
26. Adhere to cash handling procedures and assist with the maintenance of petty cash administration.
27. To complete the monthly reconciliation of all control accounts including the bank account and cashbook.

28. To take ownership of various projects to meet the needs of the Trust in order to achieve project goals and assist the overall effectiveness of the department.

Person Specification

Essential Requirements

1. A high standard of general education.
2. Relevant experience in payroll and finance administration.
3. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.
4. High level personal organisation and time management skills.
5. Technical skills in using computerised finance systems (eg Sage, PS Financials etc.)
6. Evidence of attention to detail.
7. Ability to use problem solving skills.
8. Excellent communication skills.
9. An understanding of data protection principles and integrity and confidentiality regarding personal data.
10. An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
11. A firm commitment to Equal Opportunities.
12. Strong desire to learn and grow professionally.

Desirable Requirements

1. Full or part qualified in relevant professional qualification (Finance, Payroll, School Business Management etc.)
2. Experience of managing payroll and finance functions in the education sector.