Job Description

Job Title:	Finance & Payroll Assistant
Reports to:	Accounts Assistant

Job Purpose

A key member of the Finance and HR teams you will be responsible for the timely and accurate recording and processing of payroll and financial information.

Key Duties and Responsibilities

- Entering transactions onto the School's payroll software, EduPay.
- Process staff rents and maintain and calculate monthly gas, water and electricity costs for onsite housing and garages
- Assist with compiling and monitoring report against staff cost budgets as well as detailed analysis of payroll totals for posting to the accounts
- Processing of requisitions, purchase orders and invoices within Sage 200 and liaising with the relevant departments where necessary.
- Placing orders with suppliers for various departments, in line with the Schools purchasing policies
- Processing of all credit card receipts/ claims and liaising with card holders on any queries that arise
- Assist and cover other members of the finance team during periods of absence as well as gaining knowledge and experience of other financial tasks in the department and action as necessary
- Undertake the necessary administration, data entry and updates, filing duties and other general office duties as needed to fulfil the role
- Assisting with ad hoc HR administration tasks
- Carry out any reasonable requests made by your Line Manager, Bursar or members of the Senior Leadership Team.
- The details of this job description and person specification are subject to review and amendment in consultation with the post holder

Key Experience and Skills

Essential Skills:

- Well-developed communication skills including verbal and written.
- Ability to work to tight deadlines and targets
- Strong organisational skills, with attention to detail and an analytical mind
- Exceptional IT skills including Excel and worked with payroll packages
- Worked in a similar finance and/ or payroll role

Ministry of Defence

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Dover, Kent CT15 5EQ Tel: 01304 245023 Fax: 01304 245019 email: reception@doyrms.com www.doyrms.com

An Academy with charitable status Company registration No 07209122 VAT No 122448143 Registered Office: The Duke of York's Royal Military School, Guston, Dover CT15 5EQ

Desirable Experience and Qualifications:

- Worked with Sage Accounts
- AAT or equivalent

A range of training opportunities will be available to staff who are expected to show commitment to their own professional development and attend all training sessions as required.

Essential Personal Attributes

- Willingness and ability to work flexible hours as required
- Ability to adapt to change and be flexible as the School develops and expands.
- A professional approach which is based on integrity, discussion and respecting confidentiality at all times.
- The ability to retain a sense of humour at all times even when under pressure.

Further Details

Ideally a full-time Payroll & Finance Assistant position, although reduced hours may be considered.

DOYRMS Pay scales 5.18 (starting at £25,252 per annum) with annual progression.

Please note that the School reserves the right to close the application deadline earlier than stated, so we encourage candidates to submit their applications as soon as possible.

Health & Safety

Personal responsibility for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personal responsibility for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.

The School is committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.

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