

# JOB DESCRIPTION

---

<b>Post:</b>	<b>Finance and Payroll Assistant</b>
<b>Reporting To:</b>	<b>Facilities Manager</b>
<b>Post Level &amp; Grade:</b>	<b>Kent Scheme Grade C - 37 hours per week / 39 weeks per year</b>
	<b>Monday to Thursday 08:00am - 16:00pm      Friday 08:00am - 15:30pm</b>

---

## Role purpose

To assist with the smooth running of the finance and payroll functions, ensuring effective and professional support is provided in accordance with statutory guidelines. Ensure the processing of information is accurate on all finance and payroll systems. Provide efficient support to the Business Operations Manager, Senior Finance and Payroll Officer and wider administrative team.

## Main Duties:

### Finance

- Processing of day-to-day finance tasks including raising purchase orders, placing orders with suppliers, processing invoices and reconciling supplier statements
- Monitor departmental budgets regularly to track expenditure and escalate any budgetary concerns or discrepancies to the Business Operations Manager promptly
- Dealing with queries and chasing delivery of orders, working closely with the site team to ensure goods are delivered to the relevant department in a timely manner
- Monitor and manage the finance mailbox, ensuring timely responses and appropriate escalation of enquiries and requests
- Supporting the Business Operations Manager with creating reports and forecasts as directed
- Support with the monthly reconciliation of e-learning, flagging payments that have not been made to the e-Learning Coordinator
- Support the wider finance function with month-end procedures, which may include raising accounts receivable invoices, recording income and reconciling bank statements
- Support with the management of Schoolcomms and Arbor, this will include setting up payment options and chasing for monies where directed
- Support with banking monies via the Loomis collection service
- Send departmental budget spend reports on a monthly basis and be responsible for dealing with queries
- Work closely with the Senior Finance and Payroll Officer and Catering Manager, ensuring the in-house catering provision systems and reconciliation are accurately maintained. This will include the recording of free school meals and staff duties
- Support with maintaining the school's asset register, including disposal of items
- Support with the running of the school shop, ensuring we hold appropriate stock of the relevant resource. This will include prompt distribution of the items to ensure that students receive these at the earliest opportunity
- Ensure financial activities comply with relevant national and local government regulations and frameworks, supporting adherence to statutory and internal audit requirements.

## Payroll

- Support with the collation of additional hour forms and ensuring these are signed by the appropriate member of staff
- Support with processing lunch duty payments ensuring staff are paid accurately and on time
- Support the Senior Finance and Payroll Officer with preparing monthly pay runs
- Assist with updating payroll information for new starters, leavers, and changes to staff details
- Collaborate with HR to ensure payroll compliance with employment contracts and relevant school policies
- Support with year-end payroll and pension procedures.

## Other duties

- To support the HR function with administrative tasks as directed by the HR Manager
- To undertake any other duties that the Headteacher may reasonably request
- Answer internal and external calls as directed
- Be available to support with any other administrative duties as required
- Support with evening events such as Open Evening, New Year 7 Evening and Year 10 information evening.

## Note

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

## Person Specification

	Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE in English and Maths at a minimum of a Grade C – or equivalent</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Operational experience of administration and office systems</li><li>• Working with the public and dealing with confidential issues</li><li>• Working effectively with young people in education or another related area</li><li>• Working in an educational environment or setting</li></ul>
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Ability to demonstrate a positive and enthusiastic approach</li><li>• Ability to organise and prioritise workload to achieve deadlines</li><li>• Ability to monitor and process accurate financial records</li><li>• Good communication, interpersonal, organisational and administrative skills</li><li>• Being friendly and welcoming at all times to students, staff, parents and visitors</li><li>• Good problem solving, time management and organisational skills</li><li>• Demonstrate high standards and attention to detail, following tasks through to ensure good outcomes</li><li>• Effective use of ICT and other specialist equipment/resources. Including ability to produce a range of documents, spreadsheets and reports, using Microsoft Office Software, Excel spreadsheets and database functions</li><li>• Ability to work effectively in a team but also take initiative and work independently where required</li><li>• Ability to work confidentially</li><li>• Display commitment to the protection and safeguarding of students</li></ul>

**Continued...**

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of MS office, Word and Excel is essential</li> <li>• Knowledge of a range of applications and software commonly used in schools including Arbor and FMS6</li> <li>• Up to date knowledge of current online safety standards</li> <li>• Awareness of Data Protection and confidentiality issues</li> </ul>
<b>Behaviours</b>	<p><b><i>Behaviours which are compatible with our school vision, including:</i></b></p> <ul style="list-style-type: none"> <li>• We achieve the best outcomes when all staff work together in a supportive collaborative environment</li> <li>• High expectations in all aspects of our work</li> <li>• Staff and students can 'enjoy the journey'.</li> </ul> <p><b><i>In addition, we expect the following:</i></b></p> <ul style="list-style-type: none"> <li>• A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students</li> <li>• Flexibility to work as required to achieve the best outcomes for students</li> <li>• Integrity and professional pride to do the job properly</li> <li>• Rigorous, consistent, and logical approach to ensuring all procedures and policies</li> <li>• Good sense of humour and ability to relate to colleagues, stakeholders, parents, and students.</li> </ul>

## Organisation



Signed (Postholder): \_\_\_\_\_

Dated: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Dated: \_\_\_\_\_