**JOB DESCRIPTION**

**SUPPORT STAFF**

**Job Title:** Trust Finance & Payroll Manager **Reports to:** Executive Headteacher

**Team:** Administration **Start date:** May 2021

**Grade:**  Kent Range 7

**Purpose:**

* To work as part of the Trust Business Administration team assisting the Chief Finance Officer to ensure the Trust meets its educational needs through excellent and robust business functions
* To take responsibility for development and organisation of financial processes within the Trust to benefit student learning and teacher efficiency
* To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way
* To promote the highest standards of business ethos within the administrative function of the Trust and ensure the most effective use of resources in support of the schools’ learning objectives
* To actively model and promote the values and ethos of the Trust
* To contribute to the overall management and direction of the Trust’s business functions
* The post requires not only contact with a wide range of people, but friendly persuasion and anticipation of non-delivery of promised services by banks, auditors, DfE officials, suppliers, parents, staff, Trustees, Governors, PTA and students.
* To work within the strategic direction set by the Chief Finance Officer on financial management.

**Operational Responsibilities:**

To work within the strategic direction set by the Chief Finance Officer for the day-to-day financial management of the Trust – specifically;

* To operate and control the financial management service;
* To ensure the smooth running of the Payroll function across the Trust;
* Finding efficient solutions to delegated aspects of the financial management processes;
* Achieving cost effectiveness efficiency through the use of alternative processes or technology;

To be accountable for your area of the financial management processes within the Trust - specifically;

* Providing a professional efficient and cost effective financial management service, with a ‘right first time mentality’ and minimal errors;
* Bring about, monitor and evaluate a finance culture that will bring positive benefits to student learning;
* Create, maintain and facilitate effective relationships;
* Be responsible for your own professional development and your accountability through the Trust’s performance management system

To support the Chief Finance Officer with:

* the school’s financial processes including funding and budgets so as to ensure legitimate and appropriate spending and budget management;
* ensuring the Academy is compliant with all relevant legislation as well as DfE and Ofsted statutory requirements

**Specific Duties:**

**Payroll**

* In consultation with the Chief Finance Officer, manage the payroll service provider ensuring accuracy and timeliness of salary payments.
* To manage the process for Starters and Leavers as per the Finance Policy
* To manage monthly changes and claim forms
* Process monthly payroll journal on the finance system and ensure control accounts are reconciled
* To manage pension updates and ensure year end returns are completed within the guidelines.

**Bank Reconciliations**

* To operate all financial transactions, income and expenditure, including reconciliation of the Trust bank accounts to ensure compliance with legal requirements and accurate accounting.

**Procurement**

* Negotiate contracts and tenders to ensure the most efficient use of resources and best value for money

**Budgets**

* Maintain and monitor all budgets and present regular management reports to ensure efficient and effective control of income and expenditure.

**VAT**

* To submit monthly VAT reclaims to HMRC in a timely and accurate manner

**GPC / Credit Cards**

* To administer the account and set up / remove card holders as required

**Authorisation of Invoices / Payments**

* To ensure adequate approvers are set up for all bank accounts
* To keep a log of authorisers and authority limits as relevant
* To pay suppliers in a timely and accurate manner

**General:**

* To manage the team across the Trust to ensure deadlines are met
* To cover for team members, ensuring continuous service in light of any absences
* To ensure sufficient internal controls are in place and promote adherence to these controls in all Trust Business functions
* To provide assistance to the Chief Finance Officer in various tasks as delegated
* To support with auditors’ requests as necessary throughout the year

Additional specific responsibilities to be agreed depending on skills and interests.