

JOB DESCRIPTION

JD no: 61

Job Details

Post Title	Finance Officer - Payroll
Responsible to	Line Manager – Senior Finance & HR Manager

Purpose of job

1. To undertake a range of payroll and HR support responsibilities to ensure the Trust's employees are paid accurately and on time.
2. To ensure that the Trust is compliant in all aspects of payroll and HR including equality in pay.

Responsibilities

1. Implement and then operate the in-house payroll provision.
2. Assist with the preparation of the monthly payroll.
3. Undertake payroll reconciliations.
4. Maintain the support staff job evaluation scheme.
5. Prepare and submit statutory returns.
6. Apply for visas for overseas teachers
7. Gender pay gap report
8. Pay progression analysis and reports
9. Monitor apprenticeship levy payments and usage
10. Facilities time reporting
11. Management of restructuring across the Trust alongside school based staff.
12. Undertake day-to-day supervision of payroll staff.
13. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

14. Maintain financial records and undertake financial administration.
15. Enter income and expenditure on the finance system.
16. Undertake a range of financial procedures to include; processing orders, invoicing, preparation of cheques and bank payments, banking cash, issuing receipts and dealing with supplier issues, ensuring correct financial control, in line with the Scheme of Delegation, is applied.

Assessment and Reporting

- Standard of work will be assessed by the Senior Finance and HR Manager and as such the Finance Officer - Payroll will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Finance Officer - Payroll will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Finance Officer - Payroll is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Finance Officer - Payroll will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Finance Officer – Payroll is employed for 37 hours per week for 52 weeks

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Finance Officer - Payroll will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Finance Officer – Payroll will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.