

**Job description: Payroll & Finance Officer**

**Responsible to:** Finance Manager

**Job Purpose:**

To prepare the monthly payroll data efficiently and accurately ensuring all staff are paid correctly and all payment overs are made in a timely manner. Accurately maintain all payroll controls. Key responsibilities will include data entry, calculations and validation, responding to payroll and pension-related queries, and assisting staff with navigating the payroll system. Process weekly staff expenses. Assist with visitors to the finance office including petty cash requests. Provide cover for the Finance Officers in the team and other finance duties as commensurate with the role.

**KEY RESPONSIBILITIES:**

**PAY**

1. Prepare, review and process monthly payroll data for all starters, leavers, contract changes and absences for entry into the bureau payroll system, ensuring all control checks and calculations are carried out in line with payroll procedures.
2. General data input within the payroll system, including payroll calulcations for overtime, sleepins, salary adjustments and other ad hoc entries.
3. Liaison with Human Resources and Cornwall County Council Payroll as required. Maintain an accurate and organised payroll filing system.
4. Maintain and accurately update all payroll control logs, with the exception of the payroll commitments, including the payroll database and update monthly for pay and pension changes.
5. Assist with processing and checking implementation of annual pay increases and other pay increments.
6. Check and prepare 3rd party payroll payments by due dates in line with information from Cornwall County Council. Prepare and send payment remittances to Pension, Unison, HMRC etc.
7. Format and import the monthly payroll journal and reconcile the Balance Sheet Pay control accounts.
8. Pension form administration – completion of starter, contractual changes and leaver’s information as required. Check monthly on staff required to be auto-enrolled. Assist with annual pension returns.
9. Ensure that comprehensive procedure notes are maintained for payroll processing.

**STAFF EXPENSES**

1. Review staff expenses claim forms to ensure claims are in line with the staff expenses policy and process accordingly, ensuring the correct VAT code is applied and the relevant drivers checks have been completed.
2. Process weekly payment runs for staff expenses including importing into the bank ready for the Finance Manager to authorise.
3. Send staff expenses remittances and assist staff with expenses queries.

**OTHER**

1. Distribute credit card statements on a monthly basis, input all credit card transactions accurately and in a timely manner, and liaise with the credit card holders to obtain all the receipts and correct coding.
2. Diairise and process termly bursary payments per Head of College instructions. Maintain the bursary control log and reconcile to PSF.
3. Diarise and process food allowance payments for each school holiday.
4. Provide purchase ledger cover in the absence of the Finance Officer.
5. Assist with training people in using the PSF portal and Oracle payroll system
6. Assisting the Finance Manager with payroll information for year-end audit and pension audits.
7. Monitor and action emails sent to the finance email address in the absence of the Finance Officer.
8. Assist visitors to the Finance office, including handling of petty cash, deal with telephone enquiries and incoming post
9. Accurately maintain the finance archive files on an annual basis, ensuring that retention periods are adhered to.
10. Maintain concise and orderly filing system
11. Assist the Finance Manager with other accounting matters as required
12. Contribution and commitment towards continuous improvement

**Other Duties:**

1. To participate in annual performance appraisals and undertake relevant staff development.
2. To be responsible for the health and safety of self and others (in accordance with the Academy’s Health & Safety Policy).
3. To provide cover in other areas as required.
4. To carry out any other appropriate duties requested by the Chief Financial Officer or Finance Manager.
5. To make secure all buildings on leaving the site.
6. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with the Academy’s Safeguarding Policy & Procedures

**The above list is indicative and not exhaustive. The Payroll & Finance Officer is expected to carry out all such additional duties as are reasonably commensurate with the role.**

I accept this job description as a definition of the key responsibilities and duties of the post of Payroll & Finance Officer.

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed …………………………………… Date …………………………

Print name …………………………........................................................



**Person Specification: Payroll & Finance Officer**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications & Training | * 5 GCSE’s Grade A-C (or equivalent) to include Mathematics & English
* Association of Accounting Technicians part qualified
 | * Association of Accounting Technicians fully qualified
* Payroll qualification
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| Experience | * Experience of processing payroll
* Experience of payroll software
* IT literate
* Use of Microsoft Word, Excel & Outlook
* Maintenance of Purchase ledgers
* Experience of working in finance office environment
* Experience of Finance software
 | * 5 years working in payroll role
* Experience of pensions administration
* Experience of working in an educational setting
* Experience of using PS Financials software
* Understanding of double entry bookkeeping
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| Skills & Abilities | * Ability to work in a neat and orderly manner within a small Finance team
* Attention to detail and accurate, with an understanding of why this is essential
* Good mathematical/numeracy skills
* Good organisational skills and ability to adapt to new/changing systems and processes
* Good communication skills
* Good prioritising skills with the ability to work to deadlines and organise own workload
* Ability to use initative and good problem solving skills
* Ability to work under pressure and deal with volume of processing
* Ability to work independently
 | * Ability to adapt communication styles depending on the situation
* Able to interpret financial information
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| Personal Qualities | * Patient and methodical worker
* Good interpersonal skills including good customer service by way of written and verbal means of communication
* Ability to maintain confidentiality and work in a professional manner
* Awareness of GDPR
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