



Slough and East Berkshire
C of E Multi Academy Trust

Post Title:	Payroll / Finance Officer		
Post Holder:		Effective date:	ASAP
MAIN PURPOSE OF JOB			
Responsible for: <ul style="list-style-type: none">• The central payroll function for all schools within Slough and East Berkshire Multi Academy Trust ('SEBMAT') ensuring that all employees are paid correctly and on time.• Addressing and resolving all employee payroll and pension issues.• Ensuring all relevant returns relating to payroll and pensions are submitted accurately in a timely manner.• Maintaining various payroll and pension spreadsheets / databases and all relevant backup required for year-end statutory returns and audit purposes.• Finance and admin tasks for SEBMAT schools to be carried out as requested by the Finance Director including assistance with closing of accounts and statutory reporting requirements.			
POSITION IN ORGANISATION			
The post holder is accountable to, and reports to, the Finance Director ('FD') of SEBMAT			
MAIN ACCOUNTABILITIES			
The duties outlined in this job description may be modified by the FD, with consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.			
Payroll <ul style="list-style-type: none">• Work / liaise with all the schools HR or Finance representatives to ensure all payroll changes are updated in a timely manner. Ensure all staff changes and the financial impact thereof are reflected in the schools records as appropriate.• Provide administration support and supply all payroll information to the 3rd party payroll provider to run payroll. This includes entering payroll changes (eg. Overtime, expenses, HMRC Tax code, student loans, Direct Earnings, MAT leave, sickness and any other changes.)• Checking payroll, for all the schools within SEBMAT, when it is returned by the payroll provider after amendments. Consultation with the FD as necessary with final sign off to be provided by the individual school Headteachers.• Answer any financial payroll questions from Human Resources or SEBMAT schools as and when required.• Register new employees with 3rd party pension providers and maintain details of all employees on the company pension scheme.• Review and upload Teachers Pensions and 3rd party reports on a monthly basis.• Answer any payroll and pension questions from employees as and when required• Implement the government initiative auto-enrolment for both teachers' and local government pension schemes• Ensure that the government gender pay gap data is uploaded within the timescales set.• Maintain spreadsheets required for monthly and year-end statutory returns. This includes monthly reports which are used to create full time equivalent status, pension's reconciliation for April and payroll reconciliation for yearend accounts to agree with the Trial Balance.			



Slough and East Berkshire
C of E Multi Academy Trust

- Ensure all Payroll data is current and up to date.
- Maintain Payslip access to all employees for the 3rd party payroll provide.
- Salary Statement for all teaching staff with the help of Human Resources.
- To carry out any financial tasks as required by the Finance Director, this may be at any school within SEBMAT

Finance / Administration

- To post payroll information for each of the SEBMAT schools on FMS (Financial Management System-SIMS)
- Assist with bank reconciliations and month end procedures on FMS
- Assist with any accounting / financial/admin tasks as requested by the FD
- Any other tasks that may be required from time to time to be carried out at SEBMAT or any of its schools.

Performance Management

- To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
- To actively engage in the Performance Management Review process.

Other

- Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities framework.
- Carry out any other duties as directed by the Headteacher or Finance Director, as may from time to time be agreed, in accordance with the nature of the job as described above.
- You are required to comply with the school’s Health and Safety policy and procedures at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

Safeguarding Children

In accordance with the Trust’s commitment to follow and adhere to the most recent versions of the Department for Education’s (DfE) guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed:..... Date:.....

Person Specification

Payroll / Finance Officer

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> ▪ 5 GCSEs at Grade C or above including English and Maths or equivalent 	✓	
Knowledge and Skills <ul style="list-style-type: none"> ▪ Ability to work on own initiative as well as part of a team ▪ Excellent organization skills, attention to detail, accuracy ▪ Understanding of basic double entry bookkeeping and accounts to trial balance ▪ Good Microsoft Excel skills and other Microsoft packages ▪ Excellent written and oral communication skills with excellent numerical skills ▪ Experience of maintaining accurate financial records and year end returns ▪ Knowledge of pension administration and required returns 	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Experience <ul style="list-style-type: none"> ▪ A track record of experience of payroll and pension administration ▪ Experience of administering Public Sector Pension Schemes ▪ Experience of responding to employee queries at all levels ▪ Experience of providing finance / admin support ▪ Experience working in a high volume environment of the finance office ▪ Experience of FMS ▪ Experience of working in a school environment 	✓ ✓ ✓	✓ ✓ ✓ ✓
Personal Qualities <ul style="list-style-type: none"> ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop ▪ Resilience and determination to be successful ▪ Ability to work well under pressure ▪ Commitment to safeguard and promote the welfare of children and young people 	✓ ✓ ✓ ✓ ✓ ✓	✓