



# Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

## JOB PROFILE

<b>POST TITLE:</b>	Payroll and Finance Officer
<b>JOB PURPOSE</b>	Accountable for providing accurate, timely and efficient payroll services to Changing Lives Learning Trust.
<b>GRADE:</b>	Band E
<b>RESPONSIBLE TO:</b>	Finance Manager

## MAIN DUTIES AND RESPONSIBILITIES

### CORE PURPOSE

Assisting the Senior Payroll and Finance Officer to carry out the day-to-day processes for the provision of an accurate and effective payroll service for all staff across Changing Lives Learning Trust, in accordance with the Trusts' policies and procedures.

The role will primarily be based in the payroll department with some exposure to the finance processes.

### PAYROLL

To assist the Senior Payroll and Finance Officer in the operation of the Trust's payroll and pension functions including:

- Payroll administration and data entry, including timesheet entry
- Actively managing the payroll inbox and ensure that internal and external enquiries relating to the payroll service are responded to and dealt with swiftly and appropriately.
- Responding to staff queries about pay dates, absences, salary deductions and escalate where appropriate.
- Maintenance of the Trust's payroll information using appropriate software, including the updating of pay scales and pension rates.
- Supporting the Senior Payroll and Finance Officer in completing monthly payroll processing.
- Ensuring compliance with statutory legislation – (HMRC, The Pensions Regulator).
- Recording of statutory information for HMRC purposes.
- Compliance with Teachers' Pension Scheme and Local Government Pension Scheme requirements and administration.
- Preparation and submission to other agencies of payroll information (e.g. Trade Unions, Childcare vouchers and Cycle to Work Schemes).
- Preparation and posting of monthly journals to ensure Hoge 100 Access Dimensions accurately reflects the monthly payroll and pension costs.
- Remain up to date with regards to any legislative changes including minimum wage, ensuring the Trust is compliant at all times.
- Fraud prevention.
- GDPR and data retention of payroll records.



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## GENERAL FINANCE

To assist the Finance Manager with maintenance of the Trust's financial system data.

This includes:

- Timely and efficient ordering of resources and services using the MAT financial software (Hoge 100 Access Dimensions), as required by the Trust, with adherence to the Academy Trust Handbook, internal policies and procedures.
- Reconciliation of the credit card statement.
- Reconciling supplier statements when required.
- Assist in procuring 'Best Value' for the Trust.
- Processing of creditors' invoices in accordance with the MAT's internal procedures and dealing with queries.
- Processing of sales invoices for lettings and ensuring the timely payments.
- Supporting Budget Holders and other members of staff across the Trust with budget information and MAT financial procedures.
- Assisting in the processing of training requests including booking courses, purchasing train tickets and booking accommodation for staff across the Trust.
- Supporting the Chief Finance Officer with information for reports and internal and external audits.
- Fraud prevention.
- GDPR legislation.



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## GENERAL

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

## TRUST

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans. • Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications and Experience</b>		
Maths and English GCSE grade C/4 or above.	Y	
Willingness to undertake relevant CPD/study to obtain relevant payroll qualification eg CIPP.	Y	
Evidence of relevant continuous professional development in accounting and payroll.		Y
<b>Relevant Experience</b>		
Experience of Teachers' Pension Scheme and Local Government Pension Scheme calculations and submissions.	Y	
Experience of organising and prioritising workloads effectively and meeting deadlines.	Y	
Experience of Sage Payroll		Y
Experience of a finance function in line with accounting best practice and within financial constraints		Y
Experience of Teachers' Pension Scheme and Local Government Pension Scheme calculations and submissions.	Y	
<b>Knowledge and Skills</b>		
Up to date knowledge and experience of HMRC requirements (for Tax, NI, SMP, SSP reporting etc).	Y	
Excellent numeracy and literacy skills.	Y	
Good working knowledge of school payroll and finance systems		Y
Knowledge of academies financial reporting systems.		Y
Working knowledge of law with regard to Health & Safety legislation, contracts, freedom of information act, copyright and General Data Protection Regulation / Data Protection		Y
Good understanding of safeguarding and compliance with Child Protection Procedures.	Y	
Resilience: ability to remain calm under pressure and meet deadlines.	Y	
Self-motivation: ability to initiate and complete routine and non-routine work independently.	Y	
High standards: ability to lead by example, setting high standards for self and others.	Y	

**Special Circumstances**

Flexibility in working hours.	Y	
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_