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| **Post Title:** | **FINANCE/PAYROLL & HR ADMINISTRATOR** |
| **Salary / Grade:** |  **Scale 5 - Pts 12-15****5** |
| **Responsible to:** | **Finance Manager & HR Manager** |
| **Weeks:** | **Term Time + 2 Weeks (41 Weeks)** |
| **Hours:** | **36 Hours per Week. – Monday to Friday (8:00 am – 4:00 pm)** **Hours worked will be revised during School closure days****Hour****During the school holidays start and finished times to be revised** |
| **Job Purpose**This role will assist with the smooth day-to-day running of the finance and payroll function of the school and to be the primary point of contact for payroll, pension and benefits processing and queries from staff and other external agencies. To support the HR Department with recruitment, staff reports and data entry into the HR database.**Key Responsibilities and Accountabilities*****Payroll, Pensions and Employee Benefits***1. Responsible for all payroll administration and data entry, including timesheet entry
2. Liaising with the Finance Manager regarding new starters, leavers, remuneration and conditions of service.
3. Check and validate the results of ‘provisional’ payroll reports and taking appropriate remedial actions to achieve accurate final payslips.
4. Administration of the employee benefits, including cycle to work scheme, season ticket loans, childcare vouchers and student loans
5. Perform monthly payroll analysis and reconciliations including gross pay, national insurance, PAYE and pension variance
6. Liaise with staff on payroll related queries, escalating as appropriate
7. Liaising with staff and external payroll provider on TPS and LGPS pension queries and with the HMRC on payroll-related tax queries
8. Responsible for collating information necessary for production of P11Ds
9. To monitor and report on the performance of the outsourced payroll provider
10. Assist the School Business Manager with the production of all-staff annual budget
11. To streamline and improve the smooth-running of the payroll process, including working with DATAPLAN to suggest improvements and adaptations to the portal and service
12. Assisting the Finance Manager in ensuring that the DATAPLAN portal is timely updated and holds accurate employee data in synchronisation with Arbor

***Finance Administration***1. To ensure all orders have been received via the Schools agreed procedure in line with the internal controls set in place.
2. To process and record all invoices and credit notes on the accounting software.
3. Processing of Purchase Orders and Goods Receipt Note accurately in accordance with agreed authorisation and timescales, checking for accuracy and distributing to suppliers
4. Liaising with site team in distribution of goods received
5. Processing of all income (cheques and cash), and banking of same.
6. Assisting with processing of school credit card and petty cash transactions and monthly reconciliation of statement.
7. To provide financial information reports from the finance system for budget holders
8. Dealing with queries from suppliers (including statements), debtors, budget holders and other staff
9. To ensure that all BACS and cheque payments to suppliers are raised to ensure terms of payment are met.
10. In the absence of the Finance Officer be able to carry out duties as required
11. Follow up debts for school meals, under the direction of the Finance Manager agreeing payment plans with parents & carers and issuing payment template letters via Arbor
12. To assist staff with the arrangements for school trips, ensuring pack lunches are ordered and first aid kits ready.

***HR Administration***1. To assist in the recruitment process including placing a job advert, preparing interview pack to coordinate the interview day.
2. Administrating post recruitment process including new joiner offer and induction pack
3. To maintain the Single Central Register with Safer Recruitment checks including DBS applications, Right to Work, references, qualifications, medical clearance, social media check etc
4. Creating and updating appropriate records in the appraisal SharePoint site and personnel files
5. Answering appraisal queries from line managers and escalating issues to the HR Manager
6. To support the annual personnel data checking exercise
7. Assist the HR Manager with request for management information, for example staff profile such as full time equivalent (fte), turnover, absence processing and reporting
8. Assisting the HR Manager in setting up, tracking, chasing and recording mandatory staff training
9. Ensuring correct and timely delivery of the Workforce Census
10. Assisting the administration of the HR department as required, for example filing, archiving, and data entry into the HR database system
11. Any other reasonable duties required by the HR Manager

***Others***1. Complying with relevant Highams Park policies and procedures, including safeguarding procedures, at all times
2. Cover duties of other staff in school as and when required
3. Undertaking any other task requested by the finance and HR line managers or a senior colleague that is within the individual’s abilities.
4. The above duties are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out such appropriate duties as may be required within the grading level of the post and the competence of the post holder
5. Ability to maintain confidentiality and manage sensitively in relation to staff personnel matters

PERSONAL AND PROFESSIONAL CONDUCT1. All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school.
2. To abide with the school’s Equal Opportunities policy and comply with the health and safety directives

 **Person Specification***The attributes below give an indication of the type of person who may succeed in this role. However, we always consider positively people with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills and experience that you bring would help you to achieve this important role, whatever your prior experience****.***Qualifications* Educated to NVQ level 3 or equivalent (essential)

Knowledge* Knowledge of HR and payroll practices (essential)

Experience* Experience of working in a school HR and payroll environment (desirable)
* Experience of administrating a pension scheme (essential)
* Experience of administrative work involving working to timelines (essential)
* Experience of working within a school or educational environment (desirable)

Skills* Excellent attention to detail (essential)
* Very good organisational skill and ability to prioritise work
* Numerical skills (essential)

Competency in the use of MS Word, Excel (in particular VLookup)and other IT packages* Discreet and able to handle work of a highly confidential nature (essential)
* Ability to remain calm under pressure and work to tight deadlines, managing competing priorities (essential)
* Clear, concise and calm communication skills, both written and verbal (essential)

Personal qualities* Proactive and flexible working approach (essential)
* A customer-service approach (essential)
* A high level of personal integrity (essential)
* Commitment to staff development
* Willingness to learn

*Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.* |