**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Payroll & Cash Officer (Fixed term – 1 Year) | **Department:** | Finance |
| **Responsible To:** | Head of Finance | **Responsible For:** | N/A |

**Summary of Role:**

The Payroll & Cash Officer works closely with and is directly responsible to the Head of Finance for all payroll and cash accounting operations relating to the School and its trading subsidiary, Marden Enterprises Limited. This is a fixed term position for 1 Year.

This is a key role within the accounts department and is ideal for an experienced payroll person who wishes to work within a small and friendly team.

**Specific Responsibilities:**

**Payroll**

To operate a comprehensive payroll service for all School employees on the School’s Payroll system, including:

* Maintaining and updating all payroll data including starters, leavers, variable payroll adjustments and statutory payments for all teaching and support staff.
* Process monthly salary payments via the BACS system, for all staff.
* Process and submit monthly and statutory year end return to HMRC and the School’s pension providers as necessary.
* Liaise directly with HMRC as required.
* The maintenance of all records to comply with statutory regulations regarding payroll practice.
* Carry out pensions’ scheme administration, including calculating and uploading monthly pension contributions to the School’s pension providers. Ensure auto enrolment requirements are adhered to.
* Reconciliation of all relevant control accounts.

**Cash**

To administer the day to day requirement for cash, cheque and electronic payments and collections, including:

* Bank - Liaising with the bank, administering online banking and banking of monies received.
* Nominal payments – the preparation of cheques and electronic payments against requests from staff.
* Purchase ledger payments – the preparation of cheques and administration of payments via the BACS system to suppliers, to comply with agreed payment cycles.
* Direct payments and receipts – to enter direct payments into and out of the School’s bank account onto the nominal and purchase ledgers.
* Direct Debit collections – processing the collection of fees on the billing ledger on a termly basis, in accordance with agreements in force.
* Staff expenses – processing and payment of all expenses via electronic at least fortnightly payment runs.
* Currency – arranging the provision of foreign currency or currency cards for various organised trips undertaken by staff and students, including administering cash returns, collation of receipts and reconciliation of transactions entered.
* Petty Cash – the provision of sufficient cash from the Bank to cover the daily needs of staff and students.

**Marden Enterprises Limited**

To administer the day-to-day requirement for cash and cheque payments, including:

* Income – To record and bank all cash and cheque receipts in respect of the trading subsidiary’s activities.
* Direct payments and receipts – to enter direct payments into and out of the Company’s bank account onto the Nominal Ledger.

**General Tasks**

The following general tasks to be undertaken:

* The preparation of bills to residential staff for personal supplies.
* The reconciliation of all receipts and expenditure on organised trips.
* The control of cash advances to pupils, reconciling cash and charges.
* The control of petty cash, with reconciliations and posting to appropriate cost codes.
* The preparation and entry of monthly journals to cover petty cash allocation, movement between nominal codes, accruals/prepayments, inter-departmental changes as required.
* The monthly analysis and reconciliation of nominal ledger control accounts in preparation for the end of each monthly period.
* The closure of each monthly period to enable access to the next period accounts.
* Support the Head of Finance in respect of ad hoc day to day financial matters.
* Workas a team member within the Finance Department and support fully, colleagues in their tasks during busy periods.

**Terms and Benefits**

* **Start Date:** ASAP.
* **Working hours**. 9am – 5pm with 30 minutes unpaid lunch break, 4 days a week (0.8 FTE), 52 weeks of the year although flexibility in these working hours will be required to meet the demands of the role. Fixed term of 1 Year.
* **Salary**. £25,000 to £30,000 per annum (pro rata).
* **Holiday**. The holiday entitlement is 5 weeks per year plus public holidays (pro rata). It is expected that holiday will normally be taken in school holidays.
* **Pension.** The Payroll & Cash Officer will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free lunch is available in the dining room each working day when the kitchens are open.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Strong payroll experience with up to date technical knowledge.
* Confidence in dealing in cash and FOREX currency management.
* Experience of working in a busy finance department.
* Good attention to detail and accuracy.
* Have excellent communication and interpersonal skills and be able to mix easily with teaching and non-teaching staff.
* Good ICT Skills including use of Excel spreadsheets.
 | * Previous experience of working within a school environment using PASS accounting software, which the School uses for both the payroll and accounts ledgers.
* Possess good all round accounting experience.
 |
| **Personal Behaviours** |  |
| * Be self-motivated and enthusiastic.
* Possess integrity and initiative, be able to think ahead and prioritise.
* Able to work accurately and calmly to deadlines.
* Team Player with a positive can-do attitude.
* Be able to work accurately and flexibly.
* Strong planning and organisational skills.
 |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
 |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
 |  |