

achieving **SUCCESS** for all



Candidate Pack
**Finance &
Payroll Manager**





WELCOME

Thank you for expressing an interest in the post of Finance and Payroll Manager currently advertised at Churchdown.

We are always seeking to improve and refine our offer to the students and staff here. Each year we continue to make progress, and this is down to the skills and attitudes of our colleagues and their relentless focus on self-improvement. Our impressive Progress 8 score helps illustrate the impact of our combined efforts and the doors we have opened for our students. However, we are always looking forward and acknowledge as a school that it is about the students of now and the exceptional educational provision and care we put in place every lesson, every day.

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. Collective actions from all of us are carried out with excellence every day for our students. As a result, we provide a school that allows every student to achieve far beyond what they even dreamt was possible.

Our students deserve the best and proudly I can say as headteacher that we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something by calling them by their name and asking if they are ok today; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. I hope this is an insight which inspires you to apply for the post of Finance and Payroll Manager.

David Potter
Headteacher



Our School Mission and Purpose

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of integrity, resilience, respect, ambition and friendship. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

Working at Churchdown

The purpose of this role is to provide an effective financial and administrative support service to the Business Manager, Senior Leadership Team, and Trustee Body, to support the efficient conduct of the finance processes and the smooth running of the school.

As Finance and Payroll Manager you will be working directly with the Business Manager on a number of areas. Your key responsibilities will include overseeing end-to-end finance operations, financial planning and analysis, making improvements to procedures and controls, as well as ad-hoc projects and requests as and when they arise.

You will also have responsibility for maintaining and reviewing payroll processing systems to ensure timely and accurate processing of all payroll transactions including salaries, benefits, pension contributions and other deductions. You will ensure the accurate and timely processing of payroll updates including new employees, terminations, and amendments to pay rates. Full training on SAGE will be available to the successful candidate

The postholder will be responsible for all day-to-day finance-related school activities, including adhering to robust financial processes, ordering goods and making of payments, tracking of income and preparing financial information for reporting purposes.

Our Commitment to Your Career

Opportunities for staff development are broad and varied. Ultimately, we recognise that great schools 'look after' their staff and it is without a doubt a key priority to ensure that we challenge and support staff in a nurturing environment to be the best they can be.

JOB DESCRIPTION AND CONTRACT DETAILS

JOB TITLE

Finance and Payroll Manager

SALARY SCALE

£39,186 - £44,428 per annum (pay award pending)

WORKING HOURS

37 hours per week, all year round (1.0 fte). 24.5 days annual leave per year increasing to 29.5 days after five years' service. (Previous service is recognised)

LINE MANAGER

Business Manager

PRINCIPLE RESPONSIBILITIES OF THE POST

The Finance and Payroll Manager must have a sound working knowledge of a computerised accounting system (primarily FMS6) and be fully conversant with nominal ledger, sales ledger, purchase ledger and with bank account reconciliations. The monthly payroll process will be actioned alongside the Business Manager with full training on SAGE 50 Payroll provided.

The Finance and Payroll Manager will work under the direct guidance of the Business Manager and will be expected to demonstrate a flexible approach and work with a minimum of supervision.

Principle Duties : To manage, oversee and direct a modern finance team in a busy and quick moving environment supporting an outstanding school

- To maintain records of all income and expenditure in respect of Private Funds (General Funds) and to prepare the year end balances
- To reconcile bank statements in an accurate manner on a monthly basis
- To account for Private Funds income and accurately record income and expenditure movements on all individual funds
- Lead on raising all purchase orders through the accounting system FMS6
- To receive and arrange distribution of all supplies in accordance with placed orders
- To verify and process invoices received against all raised orders
- Arrange all invoices for income for lettings, sales or hire and to monitor income and carry out credit control accordingly
- Prepare fortnightly payment runs for authorisation by the Business Manager in an accurate and timely manner
- Deal with any finance related queries
- To record all snack bar income and ensure all income is properly recorded
- Assist with monthly preparation of staff payroll and input into SAGE 50
- To prepare all payroll payments to outside agencies and pay accordingly
- To submit VAT returns via Making Tax Digital and ensure the quarterly recovery of VAT

- To assist with the preparation of all formal reporting returns to the ESFA
- Assist the Business Manager in any duties relating to the finance and general administration of the school

Person Specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to at least GCSE-level, including Maths and English or equivalent 	<ul style="list-style-type: none"> • Relevant professional qualification in accounting and finance. Association of Accounting Technicians (AAT) or above
Experience	<p>Working within an office environment for several years :</p> <ul style="list-style-type: none"> • Providing effective financial expertise and support • Financial recording and reporting • Operating a modern financial system 	<ul style="list-style-type: none"> • Financial management within an educational setting • Working in a regulated environment
Skills and knowledge	<ul style="list-style-type: none"> • Ability to build effective working relationships • Highly effective communication and interpersonal skills • Excellent numeracy and data analysis skills • Precise literacy skills and excellent attention to detail • Ability to work independently and as part of a team • Able to prioritise workload, work to tight deadlines and multi-task • Competent use of various IT packages 	<ul style="list-style-type: none"> • Experience and working knowledge of FMS6 • Previous financial management • Experience and working knowledge of SAGE 50 Payroll
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and focused on the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the academy • Commitment to providing a responsive and supportive service • Commitment to constantly seek ways of improving this service • Ability to work flexibly under pressure • Commitment to maintaining confidentiality • Commitment to safeguarding • Champions equality, diversity and inclusion • Embraces change 	<ul style="list-style-type: none"> • Be resilient and professional at all times • Be proactive and positive, contributing towards a forward thinking and high achieving finance function • Lead by example and be confident to instil a positive approach in other staff

The post-holder will undertake any other reasonable tasks appropriate to the grading of the post as directed by the Business Manager

Special Conditions

The post will require vetting in line with the procedures determined by the Disclosure and Barring Service and the satisfactory completion of a 3 month probationary period.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

