

Our Community — Our Future

A place of excellence where learners are proud of their school and confident of success

Finance and Payroll Manager - Person Specification			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW EVIDENCED
SKILLS, KNOWLEDGE AND APPTITUDE	<ul style="list-style-type: none"> Ability to prioritise work within set deadlines Ability to manage the work undertaken by the Finance and Payroll Assistant Effective oral/written communication skills to enable the exchange of complex information clearly and sensitively Strong organisational skills To be proactive in your work practices Good interpersonal skills and ability to build effective relationships with colleagues and external links. 	<ul style="list-style-type: none"> Knowledge of local government terms and conditions Knowledge of teachers and local government pension schemes Knowledge and understanding of general finance duties 	<ul style="list-style-type: none"> Application form Interview References
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Experienced payroll practitioner Training in the use of Microsoft applications, particularly Excel Good standard of general education Willingness to embrace personal development Maths and English GCSE to grade C or above or equivalent 	<ul style="list-style-type: none"> A recognised qualification in an accounting and/or payroll discipline Knowledge of operating the iTrent payroll system Further/Higher education or professional qualification 	<ul style="list-style-type: none"> Application form Interview
EXPERIENCE	<ul style="list-style-type: none"> Significant experience within payroll being able to demonstrate a comprehensive knowledge of the key processes. Experience of running the end of month processes, payroll reports and preparing tax and NI payments Experience in Auto Enrolment and RTI submissions to external bodies Experience of FMS 	<ul style="list-style-type: none"> Experience of working in an education environment, specifically in a financial role 	<ul style="list-style-type: none"> Application form Interview References
ADDITIONAL FACTORS	<ul style="list-style-type: none"> Excellent organisational and time management skills Ability to handle problems positively and calmly Flexible approach to work Team player as well as able to use own initiative Excellent standards of attendance, punctuality and dress 	<ul style="list-style-type: none"> Willingness to contribute to the wider life of school 	<ul style="list-style-type: none"> Application form Interview