



FUTURE SCHOOLS TRUST - JOB DESCRIPTION

Job Title: Finance Assistant (Payroll/Pensions)

Salary: FST6 (£19,804 – £21,724 per annum)

Responsible to: Management Accountant & Payroll Officer, ultimately the Finance Director

Core Purpose of the Job

- To assist the Finance Director in the management of the Trust payroll function, payroll control accounts staff budget monitoring.

Accountability

- Manage and administer the Trust Payroll and Pensions function.
- Process, check and validate payroll to ensure correct salary payments are correct, upload BACs files for monthly payments and post costs into accounting system and reconcile relevant control accounts.
- Update the record system and staff salary information on HCSS and payroll system
- Maintain information records such as statutory returns, payroll employee files for efficient retrieval of information.
- Administer applications to the Teachers and Local Government Pension Schemes, updating the relevant agency of starters/changes of details/leavers notifications to ensure records are kept up to date and prepare annual returns.
- Liaise with the administrator of staff sickness absence for payroll notification to comply with Statutory Sick Pay Regulations.
- Keeping up to date with payroll legislation such as auto-enrolment, minimum wages etc. to ensure the Trust is compliant.
- Complete the monthly reconciliation of all payroll control accounts and ensure monthly returns are sent to HMRC.
- Complete annual reconciliation of payroll system to accounting system and compile information for inclusion in the annual accounts.

Administration

- Provide a diverse range of administrative support as required to ensure the effective functioning of the office.
- Assist with year-end procedures with regard to payroll creditors ensuring expenditure is accounted for in the correct financial year ensuring paperwork is collated throughout the year of copy invoices.

Organisation

- The postholder will be line managed by the Management Accountant & Payroll Officer.
- This post will be located at the Central Services Hub based at the New Line Learning Academy site but the post holder may be required to work across the Trust sites on occasions.
- The postholder will have daily contact with staff and students throughout the Trust and regular contact with suppliers.
- They have no budgetary responsibilities.