JOB DESCRIPTION FOR FINANCE & PAYROLL OFFICER

Reporting to: Finance Controller

Grade: 7 / 8 – Point 13 – 23
Salary: £22,627 to £27,741 pa, subject to experience and

qualifications

Hours: 37 hours per week – 52 weeks

Contract Type: Permanent

**Overview**

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises of nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church’s educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world.  We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

**General Description of the Post**

To provide an efficient and effective financial service to the school with accurate attention to detail and initiative to identify and solve problems.

To follow the protocols laid out in the Academy Trust Handbook and the Scheme of Delegation

**Key Responsibilities and Duties**

**Payroll**

* Inputting and checking payroll data for the school in an accurate and timely fashion
* Ensuring that necessary corrections to the payroll are made
* Liaising with the external payroll provider as required
* Acting as primary contact for LGPS and TPS

**Purchase ledger**

* Oversee purchase order processing by finance assistant
* Prepare supplier statement reconciliations as required
* Liaise with suppliers for complex queries
* Ensure that VAT is correctly accounted for on PSF

**Advice and information**

* Under the supervision of the School Business Manager, provide budget holders with financial information both monthly and ad hoc
* Ensure school trips are properly budgeted for, reconciled and closed

**General**

* Supervise the finance assistant
* Post and journals (monthly)
* Review transactions to ensure they are posted to the right ledgers and makecorrecting journals as required
* Support budget preparation
* Raise sales invoices
* Reconcile the charge card statements
* Manage the creditor and debtor accounts
* Prepare for internal and external audit visits
* Identify areas for improvement

**PFMAC Ethos**

In addition to the specific responsibilities of this post, every member of staff at St Gregory the Great Catholic School and within the PFMAC will commit to:

* Promoting courteous and respectful relationships with students at all times
* Using their influence with other staff and students to promote high standards of behaviour and order within the school
* Working to maintain the School at the forefront of educational practice
* Supporting the Catholic ethos of the PFMAC
* Playing a full part in the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* Supporting the MAC in meeting its legal requirements for worship
* Continuing personal development as agreed

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at St Gregory the Great Catholic School. It is not intended to be a comprehensive listing of every task that a St Gregory the Great employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

**Other Specific Duties**

To undertake professional development on a regular basis through collaboration with other schools and programmes from the ISBL.

**Notes:**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.
* This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

|  |  |
| --- | --- |
| Employee Name: |  |
| Employee Signature: | Date: |
| Line Manager Signature: |  |
| Employee Signature: | Date: |