

**Role profile:** Payroll & Finance Assistant

**Reporting too:** Management Accountant, Finance Director and ultimately the Headmaster

An experienced payroll processor is required to join the Finance team function to be responsible for running the payroll and dealing with all associated queries for Langley School and Langley School Development Limited. They will also be required to reconcile balance sheet control accounts, post expense claims in the accounting software and deal with all aspects of petty cash.

**Duties will include:**

**Payroll**

* Monthly processing of the both payrolls (School and Developments) including any overtime sheets
* Liaising with Human Resources to understand terms of staff employment, changes to contracts and pay rates
* Brief new employees on information required and deal with any queries they may have
* Liaise with external auto enrolment pension broker for non-teaching staff to ensure timely processing of data for them in line with payroll deadlines
* Deal with software led auto enrolment of new non teaching employees
* Facilitate transition of teachers’ pension scheme on to real time system of reporting
* Organise payments of deductions due to HMRC and pension providers by due dates
* Reconcile control accounts monthly for all payroll related codes
* Analyse actual remuneration costs against budget and report to the Finance Director
* Preparation of any P11Ds for staff
* Forecast payroll costs for Finance Director as required and aid budgeting process
* Process all expense claims onto the accounting software and add to payroll
* Ensure all deductions and additional payments are correctly accounted for tax and NI
* Processing of payroll journals

**Petty Cash**

* Issue petty cash as required to staff, obtaining receipts to support claims
* Post all transactions onto the accounting software
* Reconcile the petty cash tin to the nominal ledger each month
* Organise banking of coins and cash as required

Characteristics required:

* Can do attitude
* Flexible approach to tasks allocated
* Willingness to provide a service to colleagues
* Good eye for detail
* Ability to work to deadlines
* Experience of working within a Finance team
* Team player
* Good knowledge of PAYE and National Insurance
* Experience of Teacher Pension scheme an advantage
* Professional approach focused on customer service
* Good communication skills both oral and written
* Good organisational skills
* Good IT skills