



Clitheroe Royal Grammar School

Founded in 1554

PAYROLL AND FINANCE OFFICER

35 hours per week Monday to Friday

**Salary: Grade 6 Point 10 (£25,545) to Grade 7 Point 22 (£31,364) p.a pro rata
(pay award pending)**

Actual salary £21,410 to £26,788 p.a depending on experience

Term Time only plus 2 weeks during the school holidays

An exciting opportunity has arisen to appoint an experienced and enthusiastic Payroll and Finance Officer to join our dedicated Finance Office team.

The successful candidate must have experience in the management and processing of a monthly payroll. You will be supporting the financial functions of the Finance Office therefore experience of working in a busy finance environment is essential. The post requires applicants to demonstrate excellent communication skills, the ability to work under pressure and manage your own work load.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 650 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 782 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

Closing date: 12 noon on Monday 10th June 2024, interviews will take place week commencing 17th June 2024.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.



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May 2024

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The successful candidate will be working within our Finance Office at our York Street site, with a dedicated team comprising of a Finance Manager and a part time Finance Assistant. Your main responsibility will be processing and managing the school monthly payroll, ensuring all information is received and collated promptly to be processed in SAGE Payroll. You will be the first point of contact to respond to staff pay and HMRC queries along with responding to parent trips and catering queries.

The successful candidate will have experience of financial administration and be familiar with SAGE or similar finance management systems, with a good working knowledge of Microsoft Office 365 especially excel. Experience of using SIMS, ScoPay and Schools Cash Office would be an advantage but training will be given. You must have the ability to manage your own time and work load, have good communication and interpersonal skills, be able to work under pressure and as part of a team.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply. Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

If you apply and have not heard from us by Monday 15th July 2024, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom
Bursar



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Job Description – Payroll and Finance Officer

Salary	Grade 6/7 Point 10 (£25,545) to Point 22 (£31,364) pro rata (pay award pending) Actual Salary £21,410 to £26,788 p.a depending on experience
Responsible to	Finance Manager and Bursar
Location	Chatburn Road and York Street
Hours of Work	35 hours per week, term time only plus 2 weeks to be worked during the school holiday

Core Purpose of the role:

To be responsible for the management and processing of the school's monthly payroll. Reconciling payroll to budget and the production of all statutory reporting, PAYE, HMRC, Teachers and Local Government Pensions and other relevant payroll information.

To support the financial functions including processing of orders and invoices, administering the petty cash, processing funds from the school trips and activities. Reconciling Sixth Form catering income and miscellaneous events.

Main Responsibilities:

Payroll:

- To take the lead in managing, preparing and processing of the whole school monthly payroll, including all relevant payroll calculations.
- To ensure staff payroll records are kept and maintained on SAGE 50 Payroll
- To process all other pay related information including for example:
 - additional hours worked
 - unpaid leave
 - leavers
 - statutory payments
 - bike to work scheme
- Prepare the payroll BACS report and upload to the school bank for monthly employee salary payments.
- To be responsible for sending out payslips to all staff and P45's/P60's as necessary.
- Ensure the payroll software is kept up to date with regular backups.
- Liaise with all members of staff with regards to pay queries, providing advice, assistance and information adhering to HMRC and PAYE regulations.
- Calculating and processing information for HMRC and Teachers Pensions and Local Government Pension Schemes.
- To collate and produce accurate monthly finance and payroll reports for the Finance Manager
- Ensure all financial transactions are processed in accordance with the Academy Trust Handbook and the schools Internal Financial Regulations Manual.
- Maintain strict confidentiality ensuring no unauthorised information is passed from the finance office.
- Contribute to the planning, development and delivery of the financial and human resources support services.
- To provide direct support to the Finance Manager as required.

Financial:

- Routine financial administration, including petty cash, postage, banking etc.
- Maintaining and updating manual and computerised records including, records of peripatetic music, school trips, SIMS, SAGE 200, Schools Cash Office.
- Administering the banking of monies into the official and unofficial school fund accounts, including the banking of dinner money when required.
- Production of regular management information, including financial data and assist in the production of the Management Accounts and year-end accounts to support the Finance Manager.
- Monitoring of monthly budgets and advising budget holders and senior staff on variances.
- Undertake balance sheet reconciliations including; bank accounts, petty cash and creditors control account.
- Dealing with a variety of internal and external queries via telephone or email including local and national suppliers, parents and students.
- First point of contact regarding all trip administration including Tucasi Schools Cash Office online payments and cashless catering.
- Support the Finance Assistant with the processing of orders, check deliveries, obtaining prices from approved suppliers and the distribution and storage of stock.
- Processing weekly and monthly BACS payments through online banking including salaries, payroll liabilities and payments to suppliers.

Administrative:

- Support the development and delivery of financial procedures in line with the Internal Financial Regulations.
- Support the Finance Manager to complete and submit internal and external financial returns.
- Be responsible for the school contract mobile phones and manage the distribution of mobile phones for trips in collaboration with the EVC.
- To book various travel arrangements i.e. coaches, trains, hotels, and flights.

Other Duties:

- Consult when required with the IT team regarding the in-house computer system.
- To ensure computer-related issues are dealt with quickly and further develop the system.
- To ensure that all records, both manual and computerised, are maintained in good order and are kept up to date.
- To check with particular reference to GDPR that only valid information is stored in an appropriately secure area.
- To maintain strict confidentiality ensuring no unauthorised information is passed from the Finance Office
- Any other reasonable duties as defined by the Bursar or Finance Manager.

Contribution to Whole School:

- To work within and promote all school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 35 hours a week term time only plus 2 weeks during the school holidays to be agreed with the Bursar.
- The working hours for the post will be for the benefit of the school but are expected to be Monday to Friday between the hours of 8:30am to 4:00pm with a 30-minute break for lunch.
- Hours for the post are for the benefit of the school and therefore flexibility is essential.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.

Agreed By: Lynne Higginbottom**May 2024**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification – Payroll and Finance Officer

	Essential	Desirable	Method of Measuring
Qualifications:			
5 GCSE level 5-9 or equivalent to include Math and English	X		A, C
Part qualified Accountant/qualified by experience		X	A, C
Certificate/qualified by experience in the Management and Processing of Payroll	X		A, C
Experience:			
Experience of working in a finance environment including purchase ledger, sales ledger and nominal ledger functions	X		A, I, R
Experience of the management and processing of monthly payroll	X		A, I
Experience of Teachers Pension and Local Government Pension Schemes		X	A, I
Experience of working in an Academy School		X	A, I,
Experience of monitoring budgets and exploring variances	X		
Experience and detailed knowledge of using Microsoft Office specifically Excel and Word	X		A, I,
Experience of SAGE 200 Education or similar finance management system	X		A
Experience in the use of on-line banking systems, BACS and transfers	X		A
Knowledge/Skills/Abilities			
Ability to perform tasks efficiently and accurately and use own initiative when appropriate	X		A, I
Ability to prioritise own workload and work flexibility, and at times under pressure, meeting deadlines	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
Ability to work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
High degree of personal motivation, initiative, energy, creativity and drive	X		A, I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Ability to build and maintain effective working relationships	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I

Other:			
Accurate and well organised approach to work	X		A, I
Able to demonstrate suitability for working with young people	X		A, I, R
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I
A commitment to continuing professional development	X		A, I
Full Driving Licence	X		A

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.