

Clitheroe Royal Grammar School

Founded in 1554



Finance & Payroll Officer

CRGS
SIXTH FORM





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March 2026

Dear Applicant,

Thank you for your interest in the position of Finance & Payroll Officer at our school. Within this information pack, you will find the Job Description and Person Specification. Additional documents including safeguarding documents and the school's ICT and Online Safety Policy are available via our website.

We are a school with a rich heritage and a forward-looking approach, committed to providing a welcoming, supportive and dynamic environment for both students and staff. As we continue to grow, we remain focused on preparing young people to thrive as global citizens through a contemporary curriculum and a holistic, nurturing education. We are fortunate to work with exceptional students who are enthusiastic and motivated.

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 664 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 840 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

If, after reading the accompanying background information, you feel that this is the right role for you (and we hope that you will) please submit your application by email to Lynne Higginbottom (Bursar & CFOO) at bursar@crgs.org.uk. Your application should include a supporting letter outlining your particular strengths and how your skills and experience have prepared you for this position on no more than 2 sides of A4. Further information about the school can be found at www.crgs.org.uk.

Closing date: Thursday 26th March 2026 (12 noon), interviews are expected to take place w/c Monday 30th March 2026.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Best wishes

James Keulemans
Headteacher





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We are excited to offer an opportunity to join our dedicated finance team at Clitheroe Royal Grammar School as a Finance & Payroll Officer. As a large Single Academy Trust with a strong tradition of excellence, we pride ourselves on providing outstanding education while ensuring our financial operations run smoothly and efficiently.

The Finance Department is the engine room of our school, working collaboratively to support staff and students alike. The Finance & Payroll Officer role is a full-time position. You will have at least 5-years' experience working within a finance environment, be familiar with management accounts and be confident in your financial abilities. As an Officer you will be knowledgeable and have experience in all financial functions pertinent to nominal ledger activities.

The successful candidate will play a key role in budget monitoring, financial reporting, managing payroll processing and ensuring accuracy and compliance with regulatory requirements. Responsibilities will include:

- Supporting the Finance Manager with month end processing, balance sheet reconciliation
- Managing music lessons, trips, credit control and assisting with 16-19 Bursary payments
- Reconciling and submitting of Teachers and Local Government Pensions
- Processing monthly payroll for circa 190 staff, payment of payroll liabilities

This role requires sound financial knowledge, excellent numerical skills, and the ability to work effectively within a team to support the school's financial health and operational efficiency. You will also be great at multi-tasking, show strong attention to detail, have good communication skills, an ability to work under pressure and the confidence to manage your own workload and that of the Senior Finance Assistants.

The Finance Department operates as a Shared Service Centre providing high quality financial services to the Main School and Sixth Form, where no two days are the same! In return, we offer a competitive salary of up to £36,363 (depending on experience), with 26 days holiday entitlement (29 days after 5 years' service) plus 8 bank holidays and 4 complimentary set holidays to be taken during the Christmas Break. As a local government employee, you will be eligible to join the Lancashire Local Government Pension Scheme contributing 6.5% with an employer contribution of 17%.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work. If you have a passion for working in finance and thrive in a team-focused environment, we would love to hear from you. If you have any queries or would like an informal, confidential discussion, please do not hesitate to contact Lynne Higginbottom (Bursar & CFOO) by email at bursar@crqs.org.uk.

Application packs can be downloaded from our website: <http://www.crqs.org.uk/about-us/vacancies/>
Completed application forms should be returned by email to: bursar@crqs.org.uk.

If you apply and have not heard from us within 4 weeks, 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 reserve the right to close this vacancy early should we receive a high volume of suitable applications. Therefore, we encourage interested candidates to submit their applications as soon as possible to avoid disappointment.



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Job Description – Finance and Payroll Officer

Salary	Grade 7 Point 19 (£32,061) to Point 25 (£36,363) depending on experience (pay award pending)
Responsible to	Finance Manager and Bursar
Staff Responsible for	Senior Finance Assistants
Location	York Street
Hours of Work	37 hours per week, 52 weeks per year

Core Purpose of the role:

- Support the Finance Manager and workload of Finance Assistants
- Support the school's financial functions including nominal ledger activities, reconciliations monitoring budgets and preparing financial information
- 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

Main Responsibilities:

Financial:

- Provide support to the Finance Manager and Senior Finance Assistants with the monthly financial processing.
- Maintaining and updating manual and computerised records including, records of peripatetic music, school trips, SIMS, SAGE 200, Schools Cash Office.
- Undertake balance sheet reconciliations including bank accounts, petty cash and creditors control account.
- 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.
- 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 Schools Cash Office online payments and cashless catering.
- Support the operational functions of the wider finance team, providing support and guidance to the Finance Assistants, when required.
- Processing weekly and monthly BACS payments through online banking including salaries, payroll liabilities and payments to suppliers.
- Prepare, reconcile and collate information for the year-end financial audit.

Payroll:

- Responsibility for preparing and processing of the monthly payroll, including all relevant payroll calculations.
- Ensure staff payroll records are accurately maintained on SAGE 50 Payroll.

- Processing all other pay related information including:
 - additional hours worked
 - unpaid leave
 - leavers
 - statutory payments
 - bike to work scheme
- Prepare BACS report and upload to the school bank for monthly employee salary payments.
- Responsible for distribution of payslips to all staff and P45's/P60's as necessary (using specific software where appropriate).
- 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.

Administrative:

- Support the development and delivery of financial procedures in line with the Internal Financial Regulations.
- Support with the preparation of quarterly internal audits.
- 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.
- Ensure computer-related issues are dealt with quickly and further develop the system.
- Check 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.
- Maintain strict confidentiality ensuring no unauthorised information is passed from the Finance Office.
- Any other reasonable duties as defined by the Bursar.

Contribution to Whole School:

- Work within and promote all school policies and procedures.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- 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.
- Uphold and promote the values and ethos of the school.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- Be mindful 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 37 hours a week, 52 weeks full year.
- The working hours for the post will be for the benefit of the school but are expected to be Monday to Friday 8:00am to 4:00pm (Wednesday 3:30pm) 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**March 2025**

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 2025, 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 – Finance & Payroll Officer

	Essential	Desirable	Method of Measuring
Qualifications:			
5 GCSE level 5-9 or equivalent to include Maths and English	X		A, C
Part qualified accountant (AAT level 3 or 4) or qualified by experience	X		A, C
Certificate or 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 processing pension contributions, understanding of Teachers' Pension and Local Government Pension Schemes		X	A, I
Experience of preparing electronic BACS payment runs, preparing bank reconciliations, petty cash reconciliation	X		A, I
Experience of preparing financial information and reports for internal audit purposes and the financial year-end audit with external auditors	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 or similar finance management system	X		A
Experience in the use of on-line banking systems, BACS and transfers	X		A
Experience working in an Academy School or Central Shared Services		X	A, I
Knowledge/Skills/Abilities			
Ability to perform tasks independently, 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
Knowledge of processing nominal ledger transactions, journal entries, prepare control account reconciliations	X		A, I

Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
Knowledge of purchase ledger function including supplier reconciliations	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.