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**Job Description: Payroll/Finance Clerk**

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| **Post Title** | Payroll/Finance Clerk  Based at The Old Deanery, Cathedral Close, Hereford HR1 2NG |
| **Salary Point(s)** | 13-15 (£20,785 - £21,914) |
| **Hours/Weeks** | Full time or part time. All year round. |

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| **Purpose of this Job Description:**  Hereford Cathedral School considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance. |

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| **The** **Organisation:**  Hereford Cathedral School is one of the UK’s leading independent co-educational day and boarding schools. Providing boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. The Hereford Cathedral School culture produces well-balanced, confident and considerate young adults ready for the wider world. We also benefit from one of the finest settings, adjacent to the beautiful Cathedral. We enjoy an air of tranquillity within a stone’s throw of the thriving city centre.  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.  Further information from <http://www.herefordcs.com> |

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| **Reporting Lines:**  The post holder reports to the School Accountant. Also working closely with the Accounts supervisor. |

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| **Accountabilities:**  To provide a professional and high-quality payroll and finance support service to the Accounts department |

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| **Responsibilities:**  *Payroll Experience is required for this role to prepare monthly payroll for over 200 staff, both salaried and hourly paid. Including administration for a number of pension schemes, including Teachers Pension scheme. Reconciliation of control accounts and posting payroll journal. Completion of any payroll surveys. Answering payroll queries.*    *Other tasks will be determined depending on the candidate and hours, but****may include****;*   * *posting and reconciling credit card statements, and maintaining supportive paperwork* * *Petty cash administration and reconciliation.* * *Any balance sheet or fee reconciliations as required by the accountant.* * *Managing the school trip finance and administration for the school, including the trip payment system. Reconciling accounts for trips once they have taken place and ensuring trips are fully settled.* * *Assisting with school fee billing as necessary* * *Helping to administer the collection of fees using School Fee Plan* * *Assisting with the administration of Nursery Education Funding* * *Assisting the accountant and accounts supervisor as required* |

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| **Safeguarding and Protection of Children and Young Persons:**  In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).  These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children. |

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| **Health and Safety:**  As an employee you are expected to:   * to take reasonable care of your own health and safety * to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work * to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies * not to interfere with or misuse anything that's been provided for your health, safety or welfare * to report any injuries, strains or illnesses you suffer as a result of doing your job * to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) * if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy   Particular H&S issues for this post are: sit and use standard office VDU equipment, printers, shredders, photocopiers |

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| **Person Specification** | |
| **Essential Criteria** | **Desirable Criteria** |
| **Qualification** | Educated to A level standard /NVQ level 3 or an equivalent level of practical experience  Part/fully AAT qualified or qualified by experience |  |
| **Experience and Knowledge** | Running payroll  Pension schemes  Working to deadlines  Experience in the accounting field  Managing and maintaining databases  Previous experience working within a busy office environment  Experience working with various accounting software and spreadsheets | Experience of working within an education environment or in a similar role |
| **Skills/Abilities** | Good IT skills including Microsoft Office and an aptitude for picking up bespoke accounting platforms essential  Excellent maths skills  Able to detect inconsistencies  Excellent organisational and time management skills  Excellent verbal (and written) communication skills  Able to work as part of a team | Good knowledge of Microsoft Office applications, including Outlook, Word and Excel.  ECDL or equivalent  Able to prioritise, multi-task and keep calm under pressure |
| **Aptitude** | Natural ‘can do’ attitude; a team player  Motivated, positive and enthusiastic with a confident, polite manner  Punctual and good time-keeper |  |
| **Circumstances** | Able to work flexibly when required |  |
| **Safeguarding Children, Young People and Vulnerable Adults** | Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |
| **Equal Opportunities** | Understanding of the requirements of Equality and Diversity |  |

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| **Declaration**  I have received a copy of this job description and undertake to carry out the duties as described.  Employee Signature ……………………………………………….. Date ………………….  Print name ……………………………………………………………………………..………….. |