



Job Description for Finance & Payroll Assistant

Start Date:	September 2025
Salary Range:	H4 £25,183 FTE Term time only + 1 week + 5 inset days
Responsible to:	Finance Manager & Finance/Payroll Manager
Date:	June 2025

1. INTRODUCTION

You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.

2. CATHOLIC CHARACTER

You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

3. LINE MANAGEMENT

The Finance & Payroll Assistant is accountable to the Finance Manager & Finance/Payroll Manager and undertakes particular duties as the Finance Manager & Finance/Payroll Manager may reasonably direct from time to time.

4. JOB PURPOSE

- The Finance & Payroll Assistant is an integral part of the Finance team responsible for ensuring high standards of financial probity within the school.
- The role involves assisting in the day to day running of the financial processes, procedures and systems of the school.
- The Finance & Payroll Assistant will work closely with the Finance Manager & Finance/Payroll Manager to ensure the school meets its responsibilities under the Academies Handbook and other regulations as required.

5. MAIN DUTIES AND RESPONSIBILITIES - FINANCIAL

Financial Processing

- Raising purchase orders
- Processing invoices
- Ensuring all transactions have the relevant authorisations
- Preparation of BACS payment runs
- Liaising with suppliers by telephone and email
- Raising customer invoices and following up outstanding payments
- Maintaining accurate records of income received with associated remittance advice



- Processing expenses claims from staff
- Reconciliation of bank accounts

Financial Administration

- Administer school journey and trip accounts, recording, reconciling and processing entries relating to school trips.
- Ensure that trips and other payment items are accurately set up in Arbor to enable timely payments from parents and carers.
- Administer, count and record monies received from activities including student fundraising and, where appropriate, administer the donation of monies to charities.

Financial Support

- Answering calls and emails and responding to queries from staff and students
- Processing incoming mail, checking deliveries
- Accurate filing of all financial paperwork
- Supporting the Finance Manager with monthly accounting and reporting procedures as required
- Any other finance related tasks

6. MAIN DUTIES AND RESPONSIBILITIES - PAYROLL

Payroll Administration

- To support the Finance/Payroll Manager in ensuring accurate and timely monthly input of overtime and absence data into the school payroll system
- To work with the HR and Events Manager to ensure that employment contracts for current staff, new starters and leavers are accurately recorded in the payroll system.
- To support the Finance/Payroll Manager in the monthly reporting and reconciliation of payroll.

7. EQUALITIES

- Be aware of and support school policies that promote equality within and beyond the school community.

8. HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

9. DISCLOSURE & BARRING SERVICE

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.

10. ADDITIONAL INFORMATION

- A flexible approach, along with good communication and organisation skills are essential for this role.



- The jobholder is required to contribute to and support the overall aims and Catholic ethos of the school.
- The staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The Saint John Henry Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people.

The school is an Equal Opportunities Employer and complies with the Equalities Act 2010.

**The duties and responsibilities listed above describe the post as it is at present.
The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

Signature of Postholder:

Date:



Person Specification

Essential	Desirable
Skills, Qualification & Knowledge	
<ul style="list-style-type: none">▪ Experience of working in a busy administrative function within a public sector or business setting▪ Excellent analytical and communication skills▪ Excellent record keeping▪ Ability to engage effectively and with professionalism with colleagues across the school▪ Proficient use of a range of computer systems including Microsoft Excel and Word and accounting and budgeting software	<ul style="list-style-type: none">▪ Experience of performing financial processing / book-keeping tasks in a school / academy setting▪ Double entry accounting experience▪ Experience of using school Management Information and payment applications (Arbor, SIMs, Parentpay)▪ Experience of Payroll administration.▪ Good knowledge of the funding, regulatory and legislative environment of schools and academies.
Personal	
<ul style="list-style-type: none">▪ Genuine passion and a belief in the potential of every pupil▪ Resilience and determination▪ Sound judgement▪ Have an attention to detail and able to work with accuracy▪ Ability to communicate effectively and with a range of different people - staff, parents, pupils and other professionals▪ Ability to plan, monitor and evaluate work undertaken▪ Ability to work unsupervised and on own▪ Effective time management and organisational skills▪ Ability to work under pressure and reach deadlines▪ Ability to multitask▪ Adaptable and quick to learn▪ Commitment to equality of opportunity and the safeguarding and welfare of all pupils▪ Fully support for the School's aims, values and Catholic ethos▪ Demonstrate excellent attendance, punctuality and professional appearance	