



**Upper Shirley High School**  
**Belle Moor Road**  
**Southampton SO15 7QU**  
**Co-ed Comprehensive (11-16)**  
**Tel: 023 8032 5333**

Role: Finance & Payroll Officer  
Hours: 37 hours/per week (52 weeks a year)  
Grade: 7 (depending on experience)  
Actual Salary: £ 23,866 – 28,221 (depending on experience)  
Start date: September 2018

***Our vision: Upper Shirley High School is the place where all individuals are challenged to achieve; where we are distinguished as leaders of learning and the passion of our people transforms futures.***

We are seeking to appoint an experienced and highly motivated Finance & Payroll Officer who will have responsibility for the efficient and effective administration of the school's finances on a day to day basis, reporting to and in liaison with the School Business Manager.

We are looking for a reliable and trustworthy individual, with an understanding of education finance and a passion for continuous improvement.

About the role: we are looking for someone who has experience of:

- Working in a busy finance office, preferably in the education sector, and of payroll processing.
- Successfully using a range of school systems including PS Financials, Tucasi and SIMS (however a good knowledge of accounting practices would also be considered, as training will be given).
- Diligently adhering to financial procedures and policies.

About you: we are looking for someone who has:

- First rate attention to detail and able to maintain high levels of accuracy whilst successfully managing the demands of a busy school office.
- Energy and enthusiasm, with a proactive and "can do" approach to their work.
- A desire to provide excellent financial management, demonstrating exemplary customer service.
- Excellent interpersonal skills, enabling effective communication with students, staff, parents and the wider school community.
- A willingness to undertake other administrative duties during holiday periods.
- A keenness to be part of the wider USH community, supporting whole school activities and events.

Is this you?

It is an exciting time to join Upper Shirley High School which is over-subscribed and expanding. If you like a challenge and are passionate about what you do, we'd like to hear from you.

An application pack incorporating a job description, person specification and application form can be downloaded from our website [www.ushschool.org](http://www.ushschool.org) from the 'Staff' section.

We positively encourage prospective candidates to visit our school prior to applying, please contact the HR Officer, Georgina Figgins to arrange this. Her email address is: [Georgina.Figgins@ushschool.org](mailto:Georgina.Figgins@ushschool.org)

Closing Date: Midday, Monday 25<sup>th</sup> June 2018  
Interview Date: To be advised

*Our school is committed to safeguarding and promoting the welfare of children and an enhanced DBS will be required for this post.*

Job Role: Finance & Payroll Officer

Grade: 7

Hours: 37 hours a week, 52 weeks a year

Responsible to: School Business Manager

#### Job Summary:

- To provide an outstanding financial administration support service to ensure maximum efficiency and effectiveness
- To be responsible for the development of the financial administration systems
- To assist the Business Manager in all financial matters concerning the operation and maintenance of the school

#### **Main duties and responsibilities:**

##### Core Financial Duties:

- To ensure accurate records are maintained, income is banked in a timely manner and reconciliation processes are carried as appropriate.
- To assist the Business Manager with the completion of the month end reconciliations.
- To assist the Business Manager in the preparation of monthly management accounts
- To ensure all financial documentation is processed in accordance with accounting and financial practice.
- To assist in maintaining and ensuring the financial accuracy of our financial databases and records, and handling confidential financial information both on Tucasi and PS financials.
- To assist students on a daily basis regarding purchases and answering any queries that may arise.
- Ensure the security of all cash and cheques at all times.
- To maintain all school financial records e.g. donations, fundraising any other income
- To process official orders/make payment allocating correct codes and cost centres
- Liaise with suppliers/creditors/debtors and answer any queries regarding invoices and payments
- Support the Business Manager in monitoring the annually allocated budget to ensure budgets are met and to report any issues accordingly
- In conjunction with the Site Manager and Caretakers, process the purchase of materials to carry out repairs and maintenance within the school. When required, by the Site Manager, investigate the purchase of replacement items and process once agreed.
- Support all budgetary heads regarding purchases and investigate suppliers when necessary.
- Meet with suppliers when necessary.
- Manage the organisation of petty cash reimbursement
- Upon authorisation, issue school cheques and record on PS Financials
- To investigate prices and complete on-line orders using the school debit card (once necessary approval has been granted). Check delivery and distribution of goods.
- Ensure the bank statement is reconciled on a weekly basis and any anomalies to fully investigated and reported. To check all expenditure is correct with online purchases, DD's and issued cheques,

and all income is correct with Tucasi report, card receipts etc. Enter all transactions on PS Financials.

- Assist Head of Departments in trips and agree budgets re: tickets, entry fees and transport to ensure the smooth running of trips.
- In conjunction with the Business Manager, ensure the auditor's recommendations are met in all finance processes and procedures.
- School Trips: Ensure that all trip contingency funds are recorded officially by the trip leader, and that all expenditure is recorded and receipts obtained. A log book will be issued for these transactions prior to the trip. Regarding foreign trips, at the request of the trip leader arrange and ensure the relevant currency is obtained prior to the departure date. All trips to be reconciled at conclusion.
- Process assisted purchase requests and liaise between parents and supplier.
- Where necessary, ensure the purchase of new equipment is added onto the School Inventory
- To liaise with the Business Manager, Site manager and caretaking staff regarding lettings. Answer any queries and agree terms with customers in conjunction with the School Business Manager. Arrange for copies of insurance when or if required.
- Raise sales invoices for lettings, damage etc.
- To be responsible for the effective day to day running of the finance office.
- To offer advice and training to all budget holders as necessary to ensure the school achieves best value at all times and to ensure financial procedures are followed
- To cover Reception when necessary.
- To support the Headteacher and staff with anything deemed necessary.
- To assist with external and internal audit

#### Payroll:

- To collate and prepare our monthly salary instruction and send to our external payroll provider
- In conjunction with the Business Manager, ensure the accuracy of salary payments to staff
- To administer all aspects of salaries on a day to day and monthly basis & to deal with queries from members of staff
- To deal with queries in relation to staff pensions and liaise with relevant provider
- To liaise with our payroll provider on any salary related queries
- To conjunction with the Business Manager, ensure all salary records are up to date on our budgeting software

#### Pupil Premium:

- To assist the Business Manager in effectively monitoring the school expenditure of the Pupil Premium Grant; where necessary, recording information at student level
- Liaising with relevant staff re PP students regarding trips, agree any subsidies and finance records

#### Cashless Catering:

- Connect and disconnect the revaluation unit each day to allow students to add funds and oversee the machine throughout the day, assisting pupils where necessary.
- Empty the revaluation unit, bank monies on a daily basis and reconcile.
- To answer queries and check pupil cashless catering accounts on-line, and to liaise with parents regarding student accounts.
- To liaise with kitchen staff in providing lunch for students with zero or minus balances.

#### Tucasi:

- In conjunction with the Finance Assistant, maintain and ensure the accuracy of our Cash Office system
- Ensure Tucasi is used for all money collections

- Reconcile Tucasi on a weekly basis and agree cash/cheques and card payments and prepare all monies for banking including money collected in the revaluation unit for cashless catering.
- Run the School Cash Office year-end process including importing new students

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

### **Other Duties**

- To carry out lunchtime and break time duties as directed.
- The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

**POST: FINANCE AND PAYROLL OFFICER – GRADE 7**

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<p><b><u>KNOWLEDGE</u></b></p> <p>Several years’ practical experience of financial administration within a school setting (<i>experience of working in an academy school would be desirable</i>)</p> <p>Knowledge of schools’ financial management systems (<i>experience of PS Financials and Tucasi is essential</i>)</p> <p>A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Maths</p> <p>AAT qualification</p>	<p>To provide a comprehensive financial administrative service to the school.</p> <p>To ensure all financial documentation is processed in accordance with accounting and financial practice and support the Business Manager in monitoring the annually allocated budget.</p> <p>To demonstrate a good level of literacy and numeracy and provide a theoretical context for the role</p> <p>To demonstrate higher level financial and accounting skills</p>	<p>Now</p> <p>Now</p> <p>Now</p>	<p>5</p> <p>5</p> <p>5</p>

**POST: FINANCE AND PAYROLL OFFICER – GRADE 7**

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
		Desirable but not essential	3
<p><b><u>MENTAL SKILLS</u></b></p> <p>Ability to analyse and interpret information, solving varied problems.</p>	<p>To assist the Business Manager with the preparation and completion of management accounts and month end processes</p> <p>To prepare the school’s monthly salary instruction and deal with associated payroll queries.</p>	<p>Now</p> <p>Desirable now, but training to be given</p>	<p>5</p> <p>4</p>
<p><b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b></p>			

**POST: FINANCE AND PAYROLL OFFICER – GRADE 7**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<p>Ability to communicate information and ideas effectively to a range of audiences, through excellent written and oral communication skills</p> <p>Ability to work well as a member of a team</p>	<p>To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, Governors, Visitors, outside agencies etc.)</p> <p>To provide Heads of Departments with financial information including the production of reports via PS Financials</p> <p>To support colleagues and maintain effective working relationships</p>	<p>Now</p> <p>Now</p> <p>Now</p>	<p>4</p> <p>4</p> <p>4</p>
<p><b><u>PHYSICAL SKILLS</u></b></p> <p>ICT/keyboard skills: We require the post holder to have experience and knowledge in using the following IT systems:</p> <ul style="list-style-type: none"> <li>• PS Financials (essential)</li> </ul>	<p>To assist in maintaining and ensuring the financial accuracy of the financial databases and records.</p>	<p>Ability and experience now; training in specific</p>	<p>5</p>

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SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<ul style="list-style-type: none"> <li>• Tucasi (essential)</li> <li>• Cashless Catering (desirable)</li> <li>• SIMS (desirable)</li> <li>• Parago (desirable)</li> </ul>	<p>To administer and maintain school records and computer systems to input data, run reports and make returns</p> <p>Experience in the use of information technology, Excel, Word and Outlook.</p>	<p>school systems and processes</p> <p>Now</p>	<p>5</p>
<p><b><u>INITIATIVE &amp; INDEPENDENCE</u></b></p> <p>Ability to work on own initiative &amp; plan &amp; organise own workload</p>	<p>To be responsible for the day to day running of the Finance Office</p>	<p>Now</p>	<p>4</p>
<p><b><u>PHYSICAL DEMANDS</u></b></p> <p>Highly developed IT skills</p>	<p>To operate a variety of computer systems and be responsible for the development of the financial administration systems</p>	<p>Now</p>	<p>5</p>

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SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<p><b><u>MENTAL DEMANDS</u></b></p> <p>Ability to concentrate on detailed work for lengthy periods of time</p>	<p>To analyse data, assist with financial information run reports and produce salary information</p>	<p>Now</p>	<p>4</p>
<p><b><u>EMOTIONAL DEMANDS</u></b></p> <p>Occasional</p>			
<p><b><u>RESPONSIBILITY FOR PEOPLE</u></b></p> <p>Understanding of key safeguarding issues and procedures</p>	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school</p>	<p>Awareness of the sensitivity of these issues now.</p>	<p>4</p>

**POST: FINANCE AND PAYROLL OFFICER – GRADE 7**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<p>Experience in working with/caring for children of a relevant age</p>	<p>To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information;</p> <p>To provide welfare support to the children</p>	<p>Training in school procedures given</p> <p>Experience desirable but not essential. Empathy with children essential now</p>	<p>3</p>
<p><b><u>RESPONSIBILITY FOR SUPERVISION</u></b></p> <p>N/A</p>			
<p><b><u>FINANCIAL RESPONSIBILITY</u></b></p>			



**POST: FINANCE AND PAYROLL OFFICER – GRADE 7**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<b><u>PERSONAL QUALITIES</u></b>	Patience, kindness and the ability to relate well to young people  Positive, enthusiastic, energetic, and flexible with a 'can do' attitude  Approachable, open and honest  Resilient with the ability to adapt to changing situations  A sense of humour and a genuine interest in delivering positive outcomes for young people  Dedicated, conscientious and hard working	Now	5

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<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
	The desire to undertake continuous professional development		