



The **GALLERY TRUST**



A community of special schools

**Finance and Payroll
Manager**

Candidate Information
October 2019

Finance and Payroll Manager Grade 10

37 hours per week, 52 weeks a year: 29 days annual leave entitlement to be taken during school holidays (plus 8 bank holidays)

Grade 10: Actual annual salary: £30,507 to £32,878

The Gallery Trust, a Special Multi Academy Trust based in Oxfordshire, wishes to recruit a Finance and Payroll Manager to work in the Trust's Shared Services Team.

You will be responsible for finance and payroll duties, undertaking operational and transactional tasks, and will have experience of working in finance and ideally, also in payroll. You will take a methodical, flexible and enthusiastic approach to your work, demonstrating a high degree of accuracy and a thorough approach to all tasks.

You will liaise with a range of colleagues in the Trust schools across the county, and will play a vital role in ensuring that we continue to meet our statutory responsibilities and deliver an effective and efficient service.

In return we can offer you:

- the opportunity to join a friendly and supportive team in a successful and expanding Multi Academy Trust
- membership of the Local Government Pension Scheme,
- free on-site parking
- subsidised canteen
- some scope to negotiate flexible weekly working hours within the Trust's core working hours of 8am to 5pm (earlier close on a Friday).

This is an exciting time to join the Trust's Central Services Team as the Trust is growing rapidly. With 3 schools and a resource base already in the Trust, we anticipate that we will expand to 6 to 8 schools by 2021. You will be based at Iffley Academy on the outskirts of Oxford, and the academy will be moving to a new, state of the art building on the same site in 2020.

The Trust is dedicated to improving outcomes for students with special needs in Oxfordshire, and all staff in our Trust are committed to this aim. If you would like to join us at an important point in our development, and if you are keen to grasp the opportunity to work in a thriving Multi Academy Trust where you can contribute to enhancing the lives of young people with special needs and disabilities, we would be delighted to receive your application. You would be very welcome to visit the academy in advance of submitting an application for an informal discussion.

Application process

To apply for this post, please email recruitment@thegallerytrust.co.uk or telephone 01865 747606 to request an application form and a job pack. You can also download an application form and job pack from our website: www.thegallerytrust.co.uk

Please submit your application form by 5pm on Sunday 3rd November by email recruitment@thegallerytrust.co.uk or by post to The Gallery Trust Recruitment, The Gallery Trust, c/o The Iffley Academy, Iffley Turn, Oxford, OX4 4DU.

Please ensure you detail any gaps in employment, and use the person specification and selection criteria contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs on their own, but by all means include one with your fully completed application form if you wish. If you are shortlisted, we will take up written references before your interview so please provide permission for this along with phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and require all staff to share this commitment. The successful candidate will be subject to an Enhanced Disclosure check from the Disclosure and Barring Service (DBS), and Occupational Health check. The Gallery Trust is an equal opportunities employer and we welcome applications from all ethnic and community backgrounds.

About The Gallery Trust

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for pupils with Special Educational Needs and Disabilities (SEND) in Oxfordshire. The aim of the Trust is simple: it is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust currently has three member academies: Iffley Academy, Bardwell School and Bloxham Grove Academy, a new free special academy which will open in 2020 in North Oxfordshire. The Trust also runs a resource base in Banbury, working with Banbury Partnership schools to provide short-term interventions for mainstream pupils.

The Trust expects three further academies to join the Trust by July 2020. The Trust's vision is to build a community which includes converter academies, free schools and sponsored academies, which will meet the needs of all cohorts of SEND students across the county.

The Trust is committed to investment in learning, developing leadership, working in partnership and with a shared vision, enabling all students to reach their full potential.

JOB DESCRIPTION
Finance and Payroll Manager
Grade 10

Responsible to: Director of Shared Services

Job Purpose:

To assist and support the Chief Executive Officer, The Gallery Trust in providing high standards of teaching and learning across the curriculum and to promote the school's vision and ethos.

Introduction:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

Job Purpose:

- Work collaboratively and flexibly with all stakeholders in accordance with the ethos, aims and values of The Gallery Trust's Shared Services Team
- Undertake a range of finance and payroll tasks
- Monitor and uphold the Trust's financial and payroll procedures, policies and statutory regulations
- Provide advice and support on finance and payroll to colleagues and stakeholders
- Support Trust schools during pre-conversion and post-conversion processes
- Provide finance and payroll reporting and monitoring to the Trust and to the Trust's academies
- To line manage staff
- To undertake specific projects and initiatives
- Support colleagues as required, deputising for other roles if requested
- Take a flexible approach to work tasks and areas of work within the Shared Services team as the MAT expands in order to meet the needs of the Academy

Administration:

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Take a lead role in the development and maintenance of recording and information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/lists/information/data as required by colleagues and external agencies
- Produce, and respond to, complex correspondence
- Provide advice and guidance to Trustees, Governors, and to staff
- Manage complex procedures
- Be responsible for the completion and submission of complex forms and reports
- Work in accordance with Government regulations and procedures of the Trust as appropriate to its status as a charity and limited company

Resources

- Operation and use of finance and payroll software
- Be responsible for the selection and management of resources
- Undertake research and obtain information to inform decisions
- Manage complex administration and organisational procedures
- Take a lead role in planning, monitoring and evaluation of budgets

Specific areas of responsibility:

Finance, including:

- Transactional and operational activities, including use of specialised software (e.g. PS Financials, BPS Orovia)
- Creation and submission of reports, e.g. VAT
- Taking a key role in the preparation of annual 3-year budgets, financial forecasts, plans, budget monitoring and returns for a wide range of stakeholders
- Monitoring of grants, adhering to terms and conditions
- Monthly and year end procedures, including the production of reports, reconciliations and returns
- Assist in the preparation of consolidated year end accounts and financial statements
- Liaison with colleagues and external stakeholders through emails and in person

- Prepare for and support audit activities
- Supporting bank activities, including cash counting
- Filing and management of archives
- Support the transition of converting schools in financial matters, providing technical/organisational advice and guidance
- Report irregularities to Chief Operating Officer
- Respond to ad-hoc queries and tasks as required by managers
- Maintain an awareness of new financial requirements, legislation and developments affecting the Trust and advise colleagues accordingly
- Carry out all of the above in accordance with predetermined timescales and annual schedules

Payroll, including:

- Provide payroll administration and support, working with colleagues in schools throughout the Trust and the Trust's payroll provider, and carry out the appropriate tasks in accordance with latest regulations and statutes to ensure the accurate calculation and payment of salaries and deductions to staff within the Trust
- Ensure that staff are paid accurately and on time
- Undertake payroll administration for new starters, leavers and contractual variations, including variations to salary, expense claims, additional hours, implementing increments, pay awards, deductions etc
- Deal with matters including NI, tax, pensions, payments and deductions
- Maintain compliance with internal and external audit, PAYE, HMRC, pensions
- Work within the Trust's systems, processes and scheme of delegation to check variances, identify and correct any issues before payroll is authorised
- Ensure effective administration of pension schemes (Teachers' Pensions and Local Government): liaise with external professionals regarding Annual Returns and End of Year Certificates
- Assist in the maintenance and updating of staffing/HR details held on specialist software
- Observe the monthly and annual deadlines for payroll and returns and work flexibly throughout the academic year to ensure deadlines are met
- Assist in external and internal audit, collating payroll reports and documentation and meeting with auditors
- Provide advice to staff, management and Trustees on payroll and answer staff queries: respond to third party queries
- Keep up to date with changes in legislation and employment law

General Responsibilities:

- Remain aware of changes to statutory requirements and policies affecting finance and payroll
- Carry out other duties as may be reasonably assigned by the Chief Executive Officer
- Take on additional responsibilities, commensurate with the level and responsibility of the post, which might from time to time be determined
- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the Trust
- Develop constructive relationships and communicate with other agencies and professionals
- Attend meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.
- Safeguarding and promoting the welfare of all pupils
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager.

September 2019

SELECTION CRITERIA Finance and Payroll Manager

Qualifications and training

Level 4 Qualification in finance/accounting/payroll eg AAT or willingness to train if required	Essential
GCSEs to include English and Maths A* to C – or equivalent i.e. Level 3 or above	Essential
Qualified or part qualified accountant ACA/ACCA/ACMA/CIPFA	Desirable
Relevant Degree	Desirable
CIPFA certificate in Financial Reporting for Academies	Desirable

Experience and knowledge

Highly competent in use of Microsoft Office, particularly Excel	Essential
Experience of working in finance	Essential
Experience and knowledge of systems and processes for internal and external control, and of observing policies and procedures	Essential
Experience of producing financial or payroll reports and forecasts	Essential
Experience in the use of specialised accounting or payroll software	Desirable
Experience of using PS Financials	Desirable
Experience of payroll administration	Desirable
Experience of undertaking reconciliations	Desirable
Experience of supporting the preparation of monthly and end of year reports	Desirable
Experience of managing expenditure and income streams: cash flow management	Desirable
Full working knowledge of relevant policies/codes of practice/legislation/guidance	Desirable
Experience of working in an educational environment	Desirable

Skills and Attributes

Exemplary standards of personal integrity and behaviour, honesty, professionalism, discretion and confidentiality	Essential
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Ability to work under pressure with competing priorities and meeting deadlines	Essential
Excellent interpersonal skills: able to work and communicate effectively with varied groups of stakeholders	Essential

Ability to discuss financial matters in language which is accessible to non-specialists: and ability to present complex information in a logical manner	Essential
Methodical, systematic and careful approach to tasks, well organised	Essential
A commitment to education and improving outcomes for young people	Essential
Able to adapt and implement change, willingness to learn and develop new skills	Essential
Makes clear decisions based on information and knowledge, taking into account risks and impact on others	Essential
Good team player: able to use initiative when appropriate	Essential

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references, health clearance and NCTL and police clearance (where appropriate).

This role works for The Gallery Trust based at Iffley Academy. However, the Trust reserves the right to deploy staff to different locations depending on the needs of the Trust.

The Gallery Trust is a Multi Academy Trust regulated by the Education Skills and Funding Agency, an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number of 08334718. Registered Office: Iffley Turn, Oxford, OX4 4DU.