



**JOB DESCRIPTION**  
**for**  
**PAYROLL/ACCOUNTS ASSISTANT**

**September 2009**

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**PURPOSE OF POST**

To support the Finance Department in providing an effective and efficient financial service to the School, with an emphasis on assisting with payroll administration and accounts assistance.

**LINE MANAGER**

The postholder will be responsible to the School Accountant.

**CORE RESPONSIBILITIES**

**1. Payroll Assistance**

- 1.1 Provide substantial assistance with the administration of the monthly payroll.
- 1.2 Prepare accounting journals for monthly salary costs.
- 1.3 Assist with annual Teachers' Pensions and Local Government Pension Scheme returns.
- 1.4 Prepare annual teaching and support staff salary statements.
- 1.5 Assist with annual staffing budgets and various re-forecasting.
- 1.6 Assist with payroll, pension and other personnel queries.
- 1.7 Distribute payslips and other staff material
- 1.8 File confidential documents.

**2. Cashier**

- 2.1 Banking and accurate recording of whole-School income including non-statutory funds.
- 2.2 Maintain petty cash levels and distribute authorised funds, as required.

**3. Nominal Ledger**

- 3.1 Post journals to the nominal ledger.

**4. Reporting**

- 4.1 Manage the School's lunch voucher system, reporting on the system, as required.
- 4.2 Report monthly capitation.
- 4.3 Assist with ad-hoc reporting as required.

*(continued overleaf)*

## **5. Purchase Ledger**

- 5.1 Assist the Accounts Assistant's Purchase Ledger Duties including:
- Processing invoices and credit notes;
  - Reconciling supplier statements;
  - Arranging payments for suppliers;
  - Resolving supplier queries.

5.2 Process purchase orders.

## **6. Other**

- 6.1 Provide cover for absent Finance staff. (particularly for the Parental Contributions administration).
- 6.2 Liaise with third parties as required in a professional manner.
- 6.3 Comply with the JFS Financial Procedure manual.
- 6.4 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.
- 6.5 Undertake additional duties as part of the School's Finance Team and assume other duties which may reasonably be required or delegated by the Headteacher, from time to time.

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| <p>The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.</p> |
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