



WEST BUCKLAND SCHOOL

PAYROLL CLERK AND ACCOUNT'S ASSISTANT (FULL-TIME)

West Buckland School is seeking to appoint a suitably qualified individual to augment the existing Finance Team. This post is for immediate appointment subject to interview process and receipt of satisfactory references and enhanced Disclosure and Barring clearance.

THE ROLE

This post plays an important role in the day-to-day function and delivery of the Finance Office. This is a 'customer facing' role. The post holder will need to deliver excellent customer service and will play a vital role in building good relationships with both internal and external contacts.

JOB DESCRIPTION

The role supports the Finance Manager in all day-to-day processing and accounting of payroll, purchase ledger, cashbook, petty cash and month end reconciliations.

MAIN RESPONSIBILITIES

- To administer the payroll function to ensure accurate and timely processing of payroll, including related pensions and tax deductions.
- Process BACS payments for payroll and complete submission of pensions and HMRC monthly reporting.
- Dealing with staff enquiries, ensuring posting of pay slips and liaising with HR on contractual matters.
- Administering paid and unpaid leave in line with HMRC rules.
- To assist with administering and ensuring compliance of Salary Sacrifice schemes, benefits in kind (P11D) and PAYE regulations.
- To ensure the efficient and timely processing of all matters relating to staff pension schemes (including an understanding of the TPS).
- Support to the Finance Manager in monthly reconciliation of school accounts.
- Support the Purchase Order function monitoring spend against budgets.
- Supplier Invoice and creditor management and dealing with creditor enquiries.
- Internal recharges
- To administer the financial aspects of School trips and audit the accounts when the trip has been completed.

OTHER RESPONSIBILITIES

- Communicate effectively and courteously with stakeholders by telephone and in writing.
- Maintaining confidentiality and displaying a high degree of integrity at all times.
- Carry out any other reasonable requests in line with the broad responsibilities of the role.

PERSON SPECIFICATION

Essential

- Previous experience of administering Payroll
- Excellent verbal and written communication skills.
- Strong and competent IT skills and the ability to use a range of Microsoft packages including Word and Excel.
- A good working knowledge administering a payroll package.
- Strong organisational skills and an ability to be able to work independently as required.
- Good team and interpersonal skills.
- Be flexible with a 'can do' attitude.
- Able to stay calm under pressure.
- Be diplomatic, discreet and confidential at all times.

Desirable

- AAT or similar qualification would be an advantage.
- Previous financial experience within the school or charity sector.
- Previous experience of iSAMS iFinance (AccountsIQ) or similar accounting packages.

REMUNERATION AND HOURS

Salary

A competitive salary commensurate with qualifications and experience will be available to the appointed candidate.

Working hours

This is a salaried, year round post, 37.5 hours per week Monday to Friday throughout the year. Flexibility will be required and expected due to the nature of the post and the rhythm of the school year.

Holiday

25 days' paid holiday per annum, in addition to Bank and Public holidays. May Day is a normal working day for the school (Open Day) with a day off in lieu.

Other Benefits

- Staff remission of 50% for children attending school.
- West Buckland School will contribute up to 5% towards the School pension scheme in line with the national pensions auto-enrolment requirements;
- The School operates a death-in-service scheme for staff;

- The post holder will be entitled to a free School lunch in term time.
- Free parking.
- Access to the swimming pool and gym is available for staff sessions.

APPLICATIONS TO:

In order to apply for this post candidates are required to complete the West Buckland School Application Form and send this, [along with a letter of application to recruitment@westbuckland.com](mailto:recruitment@westbuckland.com) or:

HR Manager
West Buckland School
West Buckland
Barnstaple
Devon, EX32 0SX

Closing Date: Monday 15 April 2024, 09:00

Interviews: Interviews will be held during week commencing 15 April 2024

Safeguarding Policy Statement

The post holder'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 Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application