

# Finance and Payroll Officer

Future Schools Trust



## Build your Career, Shape your Future, Apply today

Welcome to Future Schools Trust.

Our Trust consists of two secondary schools, one primary school and one nursery at the heart of our local community in the Maidstone and Malling area of Kent. FST was legally established as a Multi Academy Trust (MAT) in 2007.



*A great place to be*



Future  
Schools  
Trust

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## Welcome from the Trust Lead

Samantha McMahon  
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at <https://www.futureschoolstrust.com/vacancies/>.

Best wishes

Samantha McMahon

|                        |                                             |
|------------------------|---------------------------------------------|
| <b>Post:</b>           | Finance and Payroll Officer                 |
| <b>Location:</b>       | Shared Services Office (Trust-wide working) |
| <b>Department:</b>     | Finance                                     |
| <b>Responsible to:</b> | Finance Manager                             |
| <b>Compensation:</b>   | FST Grade F, £27,904 - £29,020              |

## Purpose

To provide accurate and timely financial and administrative support to the Trust, including maintenance of purchase and sales ledgers, payroll and HR finance processes, voluntary fund management, and compliance with financial procedures and policies.

## Main Duties

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

## Accountability

- Assessing orders for best value prior to processing and make recommendations to the Finance Manager where necessary.
- Collate and process orders and invoices for the Trust ensuring authorisation has been sought from the appropriate budget manager in line with the Trust procurement procedures (Digitalised system using either a purchasing portal or IRIS purchasing module).
- Resolve supplier queries and request credit notes where necessary.
- Prepare and upload weekly payment run via the online banking facility including checking cash flow to ensure sufficient funds available. Check that correct approvals have been obtained in line with the financial procedures and additional security/control checks when suppliers change bank account/address/company name etc.
- Control of prepayments, accruals and deferment transactions.
- Check and maintain supplier statements to continue positive working relationships with suppliers including settle disputed invoices.
- Set up new supplier's credit limits and IRIS Financials records ensuring accurate data is entered to aid payments system and VAT returns.
- Monitor and maintain the generic finance email address answering queries and providing timely appropriate responses.
- Manage and administer the school voluntary funds liaising with trip co-ordinators to ensure trips are fully costed, manage payments from parents and reconciling trips ledger monthly with parent pay system.
- Raising cashbook/manual journals where applicable to recharge departments/budgets.

- Support the annual pay review process for teaching and support staff, ensuring approved pay awards and incremental progression are implemented accurately in line with Trust policy.
- Update payroll systems and HRIS records to reflect salary amendments, allowances, TLRs and contractual variations.
- Produce individual pay statements and salary amendment summaries following annual review cycles.
- Prepare and issue contract variation letters and pay amendment documentation throughout the year, ensuring alignment between payroll, HRIS and contractual records.
- Undertake reconciliation checks between HR and payroll data to ensure accuracy and integrity.
- Maintain strict confidentiality in relation to payroll, salary and personal data in accordance with GDPR and Trust policies.

### **Administration**

- Monitor the safe return of goods to suppliers and liaise with external couriers for collection.
- Provide a diverse range of administrative support as required to ensure the effective functioning of the office.
- Cash banking at the local bank outlet as and when required.
- Assist with year-end procedures with regard to prepayments and creditors ensuring expenditure is accounted for in the correct financial year ensuring paperwork is collated throughout the year of copy invoices.
- Provide administrative support to ensure the effective functioning of the Shared Services Office.
- Use and development of ICT as required.

### **Payroll**

- Administer the payroll inbox escalating emails to our third party payroll contractor when required and liaising with staff to resolve in house payroll queries.
- Administer the payroll claims and contract changes process ensuring all relevant information and payroll changes are passed to the third party payroll provider in a timely manner and within payroll deadlines.
- Reconcile monthly payroll journals back to payroll to ensure 3<sup>rd</sup> party payments are all correct.
- Reconcile the monthly payroll back to budget, investigate any variances and report back to the Finance Director any movements that require further investigation.

**Organisation**

- The postholder will be line managed by the Finance Manager.
- This post will be located at the Shared Services Office in Boughton Lane, but the post holder may be required to work across the Trust sites on occasions.
- The postholder may have daily contact with staff and students throughout the Trust and regular contact with suppliers.
- They have no budgetary responsibilities.

**Person Specification**

- Previous experience of Sales/Purchase ledger maintenance
- Good working knowledge of sales/purchase ledgers and financial regulations ideally in the Academies/Education sector
- Ideally knowledge of IRIS Financials and Parent Pay
- Good oral and written communication skills with clear spoken and written English
- Excellent interpersonal skills, including the ability to deal with people tactfully and confidentially
- Ability to work on own initiative and prioritise work
- Experienced in using MS Excel, Outlook and Word or similar
- Able to understand the importance of confidentiality in the workplace
- Proven ability to work as part of a team
- Minimum 5 GCSEs at grade 4 or above (or equivalent), including English and Maths, or equivalent vocational qualifications.
- AAT or equivalent qualification or working towards or qualified by experience

## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.futureschoolstrust.com/vacancies](http://www.futureschoolstrust.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

At Future Schools Trust, we are committed to building a workplace that reflects the diversity of the communities we serve. We actively welcome applications from people of all backgrounds, including those who are differently abled, neurodivergent, LGBTQ+, from Black, Asian and minority ethnic communities, and from different religious or belief backgrounds. We value the unique perspectives and experiences that individuals bring and believe they make our organisation stronger. If you require any reasonable adjustments during the recruitment process, we are happy to support you.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

## Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

## Annual Leave:

For support staff annual leave starts at 30 days a year plus Bank Holidays and increases after 5 years' service.

## Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

## Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

## Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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[WWW.FUTURESCHOOLSTRUST.COM](http://WWW.FUTURESCHOOLSTRUST.COM)



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Future Schools Trust



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fstrust



**Cornwallis Academy**  
*Ambitions for All*



**New Line Learning Academy**  
*Believe and Achieve*



**Tiger**  
Primary School



**Tiger Cubs**  
Day Nursery

**Future  
Schools  
Trust**

*A great place to be*