

Trust Finance, Payroll & HR Administrator

Main Duties

The Trust Finance, Payroll and HR Assistant is responsible for providing efficient and effective financial and administrative support which includes but is not limited to the processing of supplier invoices, creation of employee contracts, administration of changes to existing employee contracts, and the administration of the payroll process. This role plays a crucial part in ensuring the smooth operation of the Trust and that employees are paid accurately and on time.

The successful candidate will be an experienced financial and/or payroll HR administrator. They will possess good organisational and communication skills, be process driven, have good attention to detail, along with the ability to work both independently and in collaboration with multiple stakeholders.

Finance

- Undertake financial administration tasks, including but not limited to invoice processing.
- Maintain good and organised records to support audit processes.

HR

- Support Trust Finance/HR Managers with HR administration tasks where necessary, including but not limited to the creation of contracts and onboarding of new staff to payroll.
- Pension scheme administration.

General administration

- Maintain efficient record-keeping systems, ensuring that documents, files, and databases are up to date, confidential, and easily accessible.
- Undertake data management activities, including data entry as required.
- Collaborate with various stakeholders, including school leaders, trustees, parents, and external partners, to support effective communication and relationship management.
- Identify opportunities to streamline administrative processes, propose and implement improvements, and contribute to the overall efficiency and effectiveness of the central team.
- Undertake additional tasks and projects as assigned by the Director of Operations and HR and the Chief Financial Officer, providing flexibility and support as required.
- Ensure compliance with relevant policies, procedures, and legal requirements, particularly regarding data protection, safeguarding, and confidentiality.

Written communication

- Write and send email responses that are professional and uphold the Trust's vision and values.

Safeguarding

- The Trust Finance & Payroll Administrator will be required to safeguard and promote the welfare of children and young people and follow Trust policies and the Trust code of conduct.

Other areas of responsibility

- Read and follow the relevant Trust policies.
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the Trust's health and safety policy

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>As a minimum.</p> <ul style="list-style-type: none">• GCSE Math's and English at grades 9 to 4 (A* to C) or equivalent including English and Math's (Essential)• AAT / Part qualified, or qualified by experience with a willingness to study (Desirable)• Safer recruitment training (or wiliness to complete it soon after employment commences)

Experience	<ul style="list-style-type: none"> • Experience of working within administration functions • Experience of utilising a computerised financial system • Strong organisational skills • Ability to communicate fluently via both email and telephone • Understanding of financial processes and procedures, and of basic financial policies and accounting code structures including purchase ledgers • Ability to identify errors in financial records and to escalate where appropriate • High level of IT competence and knowledge of Microsoft Office (e.g., Excel, Word etc.) • Excellent numeracy skills • Experience of completing legal documents or using templates
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use MS365 IT packages such as MSword and MsExcel • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

Last review date: April 2025

Next review date: April 2025

Headteacher/line manager's signature:



Date: 4th April 2025