



# Clitheroe Royal Grammar School

Founded in 1554

## FINANCE AND PAYROLL OFFICER

**37 hours per week Monday to Friday (52 weeks per year)**

**Salary: Grade 6 Point 10 (£26,835) to Grade 7 Point 22 (£32,654) depending on experience**

An exciting opportunity has arisen to appoint an experienced and knowledgeable Finance and Payroll Officer to join our dedicated Finance Department.

The successful candidate will have experience in the management and processing of monthly payroll with at least 5-years' experience working within a Finance Department. As an Officer you will be knowledgeable and have experience in all financial functions pertinent to purchase ledger, sales ledger and nominal ledger activities. The Finance Department operates as a Shared Service Centre providing high quality financial services to the Main School and Sixth Form, where no two days are the same!

The post requires applicants to demonstrate excellent payroll and finance knowledge, have the ability to communicate effectively, to work under pressure and have the confidence in their financial abilities to manage their own workload.

Clitheroe Royal Grammar School is a large mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 670 students on roll, our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 810 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. As a large Single Academy Trust with a strong tradition of excellence, we pride ourselves on providing outstanding education while ensuring our financial operations run smoothly and efficiently.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/>  
Completed application forms should be returned by email to: [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk)

**Closing date: 12 noon on Monday 28<sup>th</sup> April 2025, interviews will take place on Thursday 1<sup>st</sup> May 2025.**

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



# Clitheroe Royal Grammar School

Founded in 1554

March 2025

Dear Applicant

We are excited to offer an opportunity to join our dedicated team at Clitheroe Royal Grammar School as a Finance & Payroll Officer. As a large Single Academy Trust with a strong tradition of excellence, we pride ourselves on providing outstanding education while ensuring our financial operations run smoothly and efficiently.

The Finance Department is the engine room of our school, working collaboratively to support staff and students alike. As a Finance & Payroll Officer, you will play a key role in managing payroll processing, budgeting, and financial reporting, ensuring accuracy and compliance with regulatory requirements. Your responsibilities will include maintaining financial records, processing staff salaries, handling invoices, compiling bacs payment runs and supporting overall financial planning.

The Finance & Payroll Officer role is full-time position, you will be experienced with operating Sage 50 Payroll or similar payroll software, be proficient with processing PAYE and RTI, pension contributions and monthly payroll reporting. You will have at least 5-years' experience working within a finance team and be confident in your financial abilities. This role requires strong attention to detail, excellent numerical skills, and the ability to work effectively within a team to support the school's financial health and operational efficiency.

In return, we offer a competitive salary of up to £32,654 (depending on experience), with 26 days holiday entitlement (29 days after 5 years' service) plus 8 bank holidays and 4 complimentary set holidays to be taken during the Christmas Break. As a local government employee, you will be eligible to join the Lancashire Local Government Pension Scheme contributing 6.5% with an employer contribution of 20.5%.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! We are looking for a detail-oriented and proactive individual with strong numerical skills and experience in payroll and finance. If you have a passion for financial administration and thrive in a team-focused environment, we would love to hear from you.

We would ask you to submit your completed application accompanied by a supporting letter indicating how your previous experience has prepared you for this position. Applications should be returned by post or email to [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk) by the closing date of **12 noon on Monday 28<sup>th</sup> April 2025**. Interviews will take place on **Thursday 1<sup>st</sup> May 2025**.

If you would like any further information, or an informal chat about the role, please contact me directly via email [bursar@crgs.org.uk](mailto:bursar@crgs.org.uk). If you apply and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

Yours sincerely

Lynne Higginbottom  
**Chief Financial and Operating Officer**



# Clitheroe Royal Grammar School

Founded in 1554

## Job Description – Finance and Payroll Officer

|  |  |
|--|--|
| <b>Salary</b>  | Grade 6 Point 10 (£26,835) to Grade 7 Point 22 (£32,654) depending on experience |
| <b>Responsible to</b>  | Finance Manager and Academy Business Manager                                     |
| <b>Location</b>  | Chatburn Road and York Street  |
| <b>Hours of Work</b>   | 37 hours per week, 52 weeks per year   |
| <p><b>Core Purpose of the role:</b></p> <ul style="list-style-type: none"> <li>To be responsible for the management and processing of the school's monthly payroll. Reconciling payroll to budget and the production of all statutory reporting, PAYE, HMRC, Teachers and Local Government Pensions and other relevant payroll information.</li> <li>To support the financial functions including processing of orders and invoices, facilitating petty cash, processing funds from the school trips and activities, reconciling catering income, nominal ledger reconciliations and providing financial support to the Finance Manager.</li> </ul> <p><b>Main Responsibilities:</b></p> <p><b>Payroll:</b></p> <ul style="list-style-type: none"> <li>To take the lead in managing, preparing and processing of the whole school monthly payroll, including all relevant payroll calculations.</li> <li>To ensure staff payroll records are kept and maintained on SAGE 50 Payroll</li> <li>To process all other pay related information including for example: <ul style="list-style-type: none"> <li>additional hours worked</li> <li>unpaid leave</li> <li>leavers</li> <li>statutory payments</li> <li>bike to work scheme</li> </ul> </li> <li>Prepare BACS report and upload to the school bank for monthly employee salary payments.</li> <li>To be responsible for sending out payslips to all staff and P45's/P60's as necessary.</li> <li>Ensure the payroll software is kept up to date with regular backups.</li> <li>Liaise with all members of staff with regards to pay queries, providing advice, assistance and information adhering to HMRC and PAYE regulations.</li> <li>Calculating and processing information for HMRC and Teachers' Pensions and Local Government Pension Schemes.</li> <li>To collate and produce accurate monthly finance and payroll reports for the Finance Manager</li> <li>Ensure all financial transactions are processed in accordance with the Academy Trust Handbook and the schools Internal Financial Regulations Manual.</li> <li>Maintain strict confidentiality ensuring no unauthorised information is passed from the finance office.</li> <li>Contribute to the planning, development and delivery of the financial and human resources support services.</li> <li>To provide direct support to the Finance Manager as required.</li> </ul> <p><b>Financial:</b></p> |  |

- Provide support to the Finance Manager and Finance Assistant with the monthly financial processing, including petty cash, order processing and invoice entry etc.
- Maintaining and updating manual and computerised records including, records of peripatetic music, school trips, SIMS, SAGE 200, Schools Cash Office.
- Undertake balance sheet reconciliations including; bank accounts, petty cash and creditors control account.
- Administering the banking of monies into the official and unofficial school fund accounts, including the banking of dinner money when required.
- Production of regular management information, including financial data and assist in the production of the Management Accounts and year-end accounts to support the Finance Manager.
- Monitoring of monthly budgets and advising budget holders and senior staff on variances.
- Dealing with a variety of internal and external queries via telephone or email including local and national suppliers, parents and students.
- First point of contact regarding all trip administration including Schools Cash Office online payments and cashless catering.
- Support the Finance Assistant with the processing of orders, check deliveries, obtaining prices from approved suppliers and the distribution and storage of stock.
- Processing weekly and monthly BACS payments through online banking including salaries, payroll liabilities and payments to suppliers.
- To provide direct support to the Human Resources Team in respect of payroll calculations.

**Administrative:**

- Support the development and delivery of financial procedures in line with the Internal Financial Regulations.
- Support the Finance Manager to complete and submit internal and external financial returns.
- Be responsible for the school contract mobile phones and manage the distribution of mobile phones for trips in collaboration with the EVC.
- To book various travel arrangements i.e. coaches, trains, hotels, and flights.

**Other Duties:**

- Consult when required with the IT team regarding the in-house computer system.
- To ensure computer-related issues are dealt with quickly and further develop the system.
- To ensure that all records, both manual and computerised, are maintained in good order and are kept up to date.
- To check with particular reference to GDPR that only valid information is stored in an appropriately secure area.
- To maintain strict confidentiality ensuring no unauthorised information is passed from the Finance Office
- Any other reasonable duties as defined by the Bursar.

**Contribution to Whole School:**

- To work within and promote all school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

**Conditions of Service:**

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 37 hours a week, 52 weeks full year.
- The working hours for the post will be for the benefit of the school but are expected to be Monday to Friday 8:15am to 4:15pm (Wednesday 3:45pm) with a 30-minute break for lunch.
- Hours for the post are for the benefit of the school and therefore flexibility is essential.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.

**Agreed By: Lynne Higginbottom**

**March 2025**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



# Clitheroe Royal Grammar School

Founded in 1554

## Person Specification – Finance & Payroll Officer

|   | Essential | Desirable | Method of Measuring |
|---|-----------|-----------|---------------------|
| <b>Qualifications:</b>  |           |           |                     |
| 5 GCSE level 5-9 or equivalent to include Math and English  | X         |           | A, C                |
| Part qualified accountant or qualified by experience  | X         |           | A, C                |
| Certificate or qualified by experience in the Management and Processing of Payroll  | X         |           | A, C                |
| <b>Experience:</b>  |           |           |                     |
| Experience of working in a finance environment including purchase ledger, sales ledger and nominal ledger functions                           | X         |           | A, I, R             |
| Experience of the management and processing of monthly payroll  | X         |           | A, I                |
| Experience of processing pension contributions, understanding of Teachers' Pension and Local Government Pension Schemes                       |           | X         | A, I                |
| Experience of preparing electronic BACS payment runs, preparing bank reconciliations, petty cash reconciliation                               | X         |           | A, I                |
| Experience of preparing financial information and reports for internal audit purposes and the financial year-end audit with external auditors |           | X         | A, I,               |
| Experience of monitoring budgets and exploring variances  | X         |           |                     |
| Experience and detailed knowledge of using Microsoft Office specifically Excel and Word   | X         |           | A, I,               |
| Experience of SAGE 200 or similar finance management system   | X         |           | A                   |
| Experience in the use of on-line banking systems, BACS and transfers  | X         |           | A                   |
| Experience working in an Academy School or Central Shared Services  |           | X         | A, I                |
| <b>Knowledge/Skills/Abilities</b>   |           |           |                     |
| Ability to perform tasks independently, efficiently and accurately and use own initiative when appropriate                                    | X         |           | A, I                |
| Ability to prioritise own workload and work flexibility, and at times under pressure, meeting deadlines                                       | X         |           | A, I                |
| Knowledge of processing nominal ledger transactions, journal entries, prepare control account reconciliations                                 | X         |           | A, I                |

|  |   |  |         |
|--|---|--|---------|
| Effective written and verbal communication skills appropriate to a range of different situations   | X |  | A, I    |
| Knowledge of purchase ledger function including supplier reconciliations   | X |  | I       |
| High degree of personal motivation, initiative, energy, creativity and drive   | X |  | A, I    |
| Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection | X |  | A, I    |
| Ability to build and maintain effective working relationships  | X |  | A, I, R |
| Ability to maintain strict confidentiality of information received and processed with discretion   | X |  | A, I    |
| <b>Other:</b>  |   |  |         |
| Accurate and well organised approach to work   | X |  | A, I    |
| Able to demonstrate suitability for working with young people  | X |  | A, I, R |
| A commitment to sustain regular attendance at work with a flexible approach to working hours   | X |  | I       |
| A commitment to continuing professional development  | X |  | A, I    |
| Full Driving Licence   | X |  | A       |

**Note to Applicants:**

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.