



JOB DESCRIPTION

Post Title: Finance Officer

Purpose: The Finance Officer will support the delivery of effective financial control and operational finance and payroll services within the College. The role will take ownership of key transactional processes, contribute to financial reporting and compliance, and act as a key interface between the College and its managed payroll provider, ensuring the accurate and timely submission of payroll data.

Responsible to: Director of Finance and Operations

Liaising with:

Relevant staff with cross college responsibilities, including Senior Leadership Team, College Management Team, budget holders and external agencies (including auditors, Barclays Bank, Sage, Cintra, ParentPay, suppliers and customers).

Working Time: 8.30am to 4.30 pm Monday to Friday, full time full year

Grade: NJC Support Staff Pay Spine Point 18-20

Main Duties and Responsibilities:

- To complete core transactional finance processes, ensuring that purchase ledger, sales ledger, and cash management activities are delivered accurately and in line with College Financial Regulations
- Maintain appropriate audit trails, ensuring transactions are correctly authorised, and support the integrity of the general ledger.
- To maintain the ParentPay system for parents, students and staff.
- Co-ordinate and prepare payroll inputs for submission to the College's outsourced payroll provider. This will require close liaison with HR to ensure that all changes are captured accurately and submitted within agreed deadlines.
- Review and check payroll reports produced by the provider, identify and resolve discrepancies and ensure appropriate approvals are obtained prior to final processing deadlines.
- To resolve payroll queries raised by employees, liaising with the payroll provider and HR as required, including, but not limited to payments, deductions, maternity, and sick pay.
- Support the reconciliation of payroll related accounts, including salary control accounts, pension contributions, and statutory deductions, ensuring that payroll costs are accurately reflected in the financial system and aligned to budget allocations
- Support the management of DfE funding income, ensuring that income streams are appropriately recorded and reconciled, working closely with MIS to ensure alignment between financial and student data.
- Contribute to the administration and oversight of student financial support, including bursaries and Free College Meals, ensuring compliance with DfE guidance and maintaining audit ready records.
- Complete reconciliations, including bank reconciliations and control accounts, alongside support for month end processes such as accruals, prepayments and journals.
- Provide support to budget holders through the provision of financial information and basic variance analysis.
- Support internal and external audit processes ensuring that payroll and financial records are maintained to a high standard and comply with regulatory requirements.
- Contribute to continuous improvement initiatives, particularly in streamlining payroll and finance processes.
- To carry out financial and payroll activities in accordance with College policies, DfE funding rules and relevant statutory requirements,

Other Duties:

- To assist with evening/weekend activities and functions and other events as required
- To be aware of and comply with the College's policies and procedures
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work
- To understand the college's Safeguarding and Health & Safety policies and to work within their guidelines

Staffing:

- To undertake staff development where appropriate.
- To undertake an appropriate accounting qualification
- To take part in the College's Appraisal Process.

Quality Assurance:

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications:

- To ensure familiarity with the department’s aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison:

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources:

- To contribute to the maintenance of an attractive working environment in your area.

Other:

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or his designated alternate may reasonably direct from time to time within the context of the St John Rigby College contract.
- This Job Description is subject to periodic review and amendment.

It is agreed that the above is a brief and concise description of the above job.	
Date:	May 2026
Prepared by:	Annika Farrar
Approved by:	Paula Nolan