



**Tameside
College**



Finance, Payroll and Pensions Officer – Scale PO1 Pt 36 – 39 (£31,614 - £34,075)

Job purpose

- **To Support the Head of Finance in providing a high quality, accurate and responsive Finance Service to the College**
- **To ensure all internal and deadlines are met to a high quality and workloads are managed effectively**
- **To build and maintain positive relationships with internal Colleagues to embed and regulate financial policies**
- **To Liaise with External parties on Tax, Pensions and Banking purposes**
- **To line manage finance staff and conduct regular appraisals**
- **To administer and reconcile monthly payroll runs and pension reports for both Local Government Pension and Teacher Pension.**
- **Responsible for ensuring the integrity of the Finance ledgers and accounting system**
- **To deputise for the Head of Finance as necessary**

Main Duties

1. To manage the main finance office and associated finance staff, ensuring that key everyday finance functions operate efficiently and effectively.
2. Be responsible for key processes within the team, such as regular appraisals, development, recording and monitoring of holidays, health and safety procedures, sickness and absence returns.
3. Attend relevant cross college meetings as Finance representative and share information with team members on a regular basis.
4. Manage and develop the College's financial software system(s), liaising effectively with other senior finance staff and IT services regarding maintenance, back up and development of the financial accounting system.
5. Assist in the year end audit process.
6. Assist in the regular review and development of key regulation and procedure documents.
7. Provide advice, guidance, support and training to budget holders on financial matters and systems.
8. Lead on all payroll matters and ensure the payroll function operates effectively including keeping up to date with current legislation.
9. Ensure all payroll payments are made in a timely manner.
10. Be responsible for pension administration and ensure records are up to date for all employees including monthly IConnect submissions for GMPF and Monthly Contributions

Reconciliation submissions for TPS. Be responsible for the reconciliation and completion of the EOYC for TPS audit.

11. Ensure timely payments are made to all external third parties that provide the College with goods or services.
12. Oversee the Purchase ledger and Sales ledger functions to ensure areas operate in an efficient manner.
13. Manage the College's overall insurance arrangements including the annual renewal and lead on insurance administration.
14. Process journals as appropriate to reflect actual activity.
15. Ensure monthly balance sheet control accounts are balanced in a timely manner.
16. Reconcile Bursary fund spreadsheets from Learner services to Finance system and liaise with appropriate staff to resolve any queries.
17. Be responsible for daily banking spreadsheets and manage bank account balances.

General Duties

1. To perform such duties as required by the Head of Finance, commensurate with the grade of the post.
2. Promote the College aims, values and standards.
3. Work with all managers and staff to create an ethos of customer service.
4. To co-operate with internal and external auditors.
5. To undertake appropriate individual continuing professional development.
6. To carry out duties and responsibilities in accordance with all relevant statutory obligations and current College policies, procedures and regulations.
7. Have responsibility for promoting and safeguarding the welfare of children and young persons that you come into contact with.
8. To participate in the enrolment process as required, recognising that this may require a variation to the normal working week.

Budget Responsibility

The post holder **is not** a budget holder under the College's accounting systems but will be an approver with delegated responsibility and so is required to observe and comply with the financial regulations of Tameside College at all times.

Continuing Professional Development

The post holder will proactively take part in the College's appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;

- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College’s Equality policy as appropriate.

Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Respect for learners and staff
- Professionalism
- Excellence in service delivery
- Commitment
- Transparency

Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal) **Date:**.....

Signed: (Post holder) **Date:**.....