



BARKING ABBEY SCHOOL

FINANCE AND PAYROLL OFFICER

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBEEY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE

AND

EXPECT

THE

BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Finance and Payroll Officer.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Monday 22nd September 2025

Interviews week commencing Friday 26th September 2025

Please note all dates are subject to change.

Tours: please contact jobs@barkingabbeysschool.co.uk to arrange a tour.



Advertisement

Finance and Payroll Officer

Full time, 35 Hours Per week (FT) 8am to 4pm. Year round

Salary Scale: S02 subject to evaluation - Currently £40,182 to £42,060

Do you have an eye for detail, have a flair for finance and like to think innovatively? Do you like juggling multiple tasks and working to deadlines with purpose?

If so, this could be the right job for you....

We are looking for a professional and motivated individual who is keen to develop their finance career within the education sector.

Barking Abbey School and Eastbrook School are working together under the same leadership, and we are looking for a finance/payroll officer to assist with the finance and payroll functions in both schools under the guidance and support of the Finance Manager and a highly experienced School Business Manager. This is an exciting opportunity to streamline both schools finance and payroll functions.

A financial background is essential to work with and support the Finance Manager in further developing the finance and payroll functions within both Schools.

You will be reporting to and assisting the finance manager with all day-to-day aspects of the finance and payroll functions of both schools such as processing payments, invoicing and sales, payroll, preparation of budgets and the production of monthly and annual management accounts and returns

The combined budget for both schools is in excess of £33m pa. Each school has two monthly payroll runs with monthly payroll costs totalling near £2m with two separate systems and providers. Currently across the two schools there are over 550 staff on the monthly payroll reports and runs.

This is an exciting time to provide the right person with the opportunity to develop their finance and payroll career within the education sector.

The successful candidate will:

- Have experience of finance and payroll functions not necessarily in education but you must have an understanding of education finance and a willingness to continue to learn adapt and grow
- Be able to produce budgetary information for school leaders, the local authority and Governors in a way that they can understand.
- Be able to embed simple robust systems for payroll, invoice processing and all other financial functions.
- Understand and adhere to principals around the use and protection of public funds
- Have a good understanding of accounting processes, and standards as set out in local authority, EFSA and DFE guidance.
- Be highly organised and able to deliver workstreams to tight deadlines.
- Be able to develop strong professional relationships with all school staff
- Have a customer focused approach with high standards and expectations
- Be passionate about providing a service that proactively supports the daily operation of the school and is in

line with financial regulations and school's wider regulatory framework.

- Assist with all day-to-day aspects of the finance and payroll functions of both schools such as processing payments, invoicing and sales, payroll, preparation of budgets and the production of monthly and annual management accounts and returns
- Be qualified, part qualified, or willing to undertake either an Accountancy/Business management or other relevant qualification (e.g. ADSBM, CIPFA, AAT, ACCA, CIMA),

In return we can offer you:

- An Outstanding school (Ofsted 2024)
- A school where we get to know our students and staff well, find out what they are good at and develop their talents
- A professional, friendly and supportive working environment
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- An experienced School Business Manager, with a track record of supporting staff to develop their careers
- Work as a member of the finance team, developing your skills and making an impact to the lives of our students

The successful candidate will be subject to an Enhanced DBS Check if not registered on the Update Service. Immediate start available.

If you believe you have the skills and expertise to make a contribution to our school and work as part of a friendly professional and welcoming team, we hope that you will apply. We encourage applications from suitably qualified, enthusiastic and experienced professionals.

Full details are set out in the Application pack including a job description and person spec.

We believe it's important that our staff are happy and thriving and want them to enjoy working in the school sharing our ethos and values. With this in mind, visits to the school are warmly welcomed prior to interview and will be held Friday 26th September 2025.

To book your appointment email: jobs@barkingabbeyschool.co.uk

Barking Abbey serves a diverse community and positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history, please apply.

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Job Description

Job Title:	Finance and Payroll Officer
Grade:	S02 (Subject to Job Evaluation)
Location	Eastbrook & Barking Abbey School Finance Team
Working hours	35 Hours Per week (FT) 8am to 4pm. Year round
Line Manager	School Business Manager/ Finance Manager
Line Management of	To deputise when needed for the finance manager

Purpose of the Job

- To undertake and administer the daily financial operations of the schools working within the parameters of the financial regulations and statutory requirements governing school finances.
- To carry out the various tasks required to support the decision-making processes and provide financial information as requested by the School Business Manager and/or Head Teacher.
- To act as a main point of contact for all financial queries making decisions and acting as appropriate knowing when matters should be escalated to the Finance Manager or School Business manager and all in line with financial regulations ensuring probity.
- To make sure all work and duties are undertaken to the highest professional standards providing an outstanding customer service.
- To ensure the policies and procedures of the school are always followed, including ensuring separation of duties in compliance with the Scheme of Delegation.
- To provide staff with guidance and support in ordering and procuring goods and services, including training with use of the finance system.
- To make sure that best value is always achieved and robust day to day financial systems and processes are in place.
- To make sure that the finance office environment is secure, well maintained and all paperwork and electronic information is securely filed, stored and reviewed
- To be a named responsible person with oversight for the School Safes and to audit their contents regularly making sure all appropriate documentation is kept up to date and actions are taken in line with school and financial procedures with goods returned, money banked cards logged etc
- To undertake the entering and checking of staff pay claims and participate in monthly payroll checks and audits.
- To carry out the various tasks required to support the decision-making processes and provide financial information as requested by the School Business Manager and/or Executive Head Teacher.
- To undertake regular housekeeping of the schools finance system making sure all users are up to date and staff are easily able to access the system.
- To make sure all work and duties are undertaken to the highest professional standards providing an outstanding customer service.

MAIN DUTIES AND RESPONSIBILITIES

Procurement, Purchasing & Expenditure processes:

- Liaise with contractors and suppliers prior to placement of orders to obtain best value in compliance with school procurement procedures and ensuring all specifications within contracts are met.
- Establishing relationships with suppliers and negotiating contracts under the direction of the school Business Manager ensuring best value and rates are achieved.
- Receive and process order requests including entering information/data in the school computer-based accounting system (currently Access financials).

- Checking and amending all purchase requisitions to ensure that Cost centre and Ledger codes are correctly entered and follow CFR (consistent financial reporting) regulations.
- Making sure that where relevant analysis codes are added for items to allow accurate reports to be run on different areas of spend across cost centres (e.g. school led tutoring programme or LBBB recharges)
- Liaison with staff members when data is incorrectly input providing training and supporting staff members how to place purchase requisitions on access.
- Creating purchase orders and placing orders on behalf of staff members and spot-checking best value has been achieved where orders are placed directly on the system.
- To process orders, which have been entered by other staff members resolving any problems or queries.
- Set up and oversee robust system for delivery notes making sure they are matched and checked to orders and invoices making sure all paperwork is in place in adherence with financial regulations.
- Ensure that all goods received are distributed to the correct departments.
- Liaising with suppliers regarding any discrepancies with deliveries not received correctly.
- Chasing suppliers for goods ordered.
- Checking all items have been delivered, signed, and are attached to Invoices.
- Ensuring all invoices and credit notes are signed and approved by designated signatories for payment.
- Matching invoices with purchase orders.
- Processing all invoices and credit notes onto access once required approvals have been sought.
- Matching supplier statements to invoices and credit notes received and chasing for any missing invoices via email/telephone.
- Uploading BACS run for approval and importing bacs to bank to process payment. Making sure all supporting paperwork is in place and authorisation obtained with clear segregation of duties.

Payroll

(Reference is currently for iTrent (Eastbrook) and Access People (Barking Abbey) which are the schools payroll providers current system)

- The post holder is the primary contact for processing all daily and monthly transactions for payroll, Hr changes and finance in strict accordance with DfE, local authority and School policies.
- Be the main facilitator between the School and LBBB Payroll (The schools current payroll provider).
- Be responsible (with SBM approval) for the administration of payroll of all payroll change requests including maternity, paternity, grade changes, working pattern changes, pay increments and leave applications and any changes to dates of return and amendments to contracts in relation to this. Completing the necessary amendment forms and raise ticket via the HR Portal.
- To make sure that accurate records are maintained.
- Ensure paperwork and approvals supports all changes and that staff personnel files are kept up to date.
- Ensure all overtime has been submitted onto each of the relevant payroll systems.
- Raise cost code and CFR changes for staff payroll and monitor for accuracy monthly.
- Deal with personal queries from staff on all aspects of their pay whilst being compliant with GDPR escalating where appropriate.
- To undertake payroll audit, twice a month for teaching and support staff ensuring the correct audit process is followed.
- Request and provide HR reports for the School Business Manager as and when required.

16-19 Bursary Scheme

To work as part of team processing and checking Bursary applications from students

- To act as a point of contact for students and staff on the day-to-day provision and administration of the schools 16-19 Bursary Scheme in line with school policy.
- Provide information regarding bursaries for sixth form students in line with the school policy including liaising with the heads of year, students, and where appropriate parents/carers.
- Overseeing and allocating bursary payments in line with DfE and school policy making sure students are

paid on the correct scheme.

- Send bursary application forms to applicants.
- Check and review all evidence as and when received. Chase for missing evidence. Check all applicant's household income to ensure their entitlement according to school policy.
- Review SIMs and information held in school to confirm whether the applicant is entitled to free school meals and registered information on file.
- Research and compare travel expenses and calculate the cost of travel for each applicant to ensure that the applicants travel costs are accurate.
- Allocate the correct bursary entitlement for each subject undertaken by the students in line with Bursary eligibility criteria.
- Obtaining correct authorisation for payments to be processed.
- Monthly monitoring of the scheme keeping accurate and up to date records of successful and unsuccessful applications.
- Escalating queries as necessary so that students receive adequate and timely support.

Sales invoicing & Income

- To monitor and adjust school systems and processes for information relating the raising of sales invoices
 - To generate sales invoices as required and monitor payment due dates
 - To act as a main point for customers with queries
 - To undertake appropriate actions to make sure that debtors are followed up and debt amounts are kept to a minimum
 - Inform the School business manager where there are debts that may need to be written off with full and accurate information in place so that school processes and procedures can be followed
 - Make sure that receipts and statements are in place and signed off for all monies received and are filed accurately
 - Have accurate records of grants, terms and conditions and payment information
 - Liaise with Customers/Grant awarding bodies to provide the required information so that monies can be received
- To monitor income for out borough students
- To regularly provide reports and updates regarding income due
- To support staff in applying for grants and in the submission of information for receiving them.

Banking

- To be an administrative main point of contact for the bank
- Access the bank accounts via online banking as required.
- Receive and prepare all money (Cash & Cheques) for Banking.
- Preparing bank transfers for direct payment to suppliers.
- Setting up/Cancelling direct debits as necessary
- To maintain up to date signatory/Mandate lists and ensure only appropriate personnel authorise documents in accordance with the scheme of delegation including bank mandates
- Providing support to the school business manager with administration for the setup of new user accounts, amendment to mandates and card applications in line with school procedures
- To make sure charge cards are used in line with Finance procedures and all relevant documentation is in place notifying the school Business manager of any issues

Month end processes

- • Participate and support with the production and Submission of monthly VAT returns.
- • Matching ParentPay receipts to bank statements as required.
- • To support with the collation of information for the undertaking of bank reconciliation to enable

all direct debits, BACS payments and direct credits to be correctly posted within the finance system (excluding Payroll).

- To run monthly creditor and debtor reports and take appropriate action
- To resolve all financial related queries seeking guidance for the SBM as appropriate

Contracts Management

- Overseeing and implementing a process for the monitoring and renewal of contracts in school.
- Ensuring electronic and paper records are up to date and accurate.
- monitoring contract renewals so that tenders can be undertaken and achieve best value.
- Notifying the School Business Manager and operations manager of contracts nearing renewal.
- Provide general administrative support and information as part of the tender/renewal process acting as a key contact for information to suppliers.
- participating in meetings regarding contracts monitoring and renewal.

General Financial and Administrative tasks

- To be a named responsible person with oversight for the School Safes and to audit their contents regularly making sure all appropriate documentation is kept up to date and actions are taken in line with school and financial procedures with goods returned, money banked cards logged. Notifying the School Business manager of any discrepancies immediately.
- Maintain accurate and up to date records relating to the financial system and finance functions electronically and in hard copy.
- Maintaining supplier details file and ensuring all details are up to date and signed off appropriately
- To ensure financial processes are followed in line with regulatory and auditing requirements for the school.
- To support with the submission of information to internal and external auditors as and when required.
- At all times to ensure financial probity, security and governance maintaining the highest standards of financial management.
- Work with the School Business Manager in budget preparation and reporting, account interrogation, historic information and trends and any associated corrective actions such as journals.
- Maintain security of all monies collected in the school until collected for banking by the security company/ service provider.
- This security will extend to include school procurement cards and online banking access cards and card readers plus key holding for the school safes.
- Liaison with staff & students, and where appropriate, parents, regarding budgets, payments, receipts and general financial information.
- Provide support to budget holders and other key staff around the placing of orders and with oversight of expenditure and income.
- To maintain accurate records of accounts in place and log in details and for general relevant items relating to finance including I business accounts opened (eg Amazon, Travel lodge, TFL, Dart Charge etc).

Other Duties

- Arranging appointments and filing of documentation.
- Data input onto the school's computerised systems and retrieval of information.
- An awareness and promotion of all the school's financial, administrative and operational policies and procedures.
- To provide advice to staff on financial matters.
- A willingness to administer simple first aid to staff and students in accordance with LEA guidelines.
- To provide hospitality for visitors.
- To attend training courses relevant to the position in order to enhance personal development.
- To undertake such particular duties as may be reasonably assigned by the School Business Manager

commensurate with the grade of the post.

- To be an active and supportive member of the Core staff team.

Safeguarding Responsibilities

To ensure attendance at School safeguarding training and to remain up to date with safeguarding responsibilities and School policies as they relate to this post .

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

The Job Description will be subject to annual review by the School Business Manager and the postholder in order to take into account the changing needs of the school and conditions of service as outlined in the current document.

Barking Abbey School and Eastbrook School are committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Disclosure & Barring check, will be undertaken on all successful applicants.

Postholder

Date

Headteacher

Date



Person Specification

Criteria	Essential	Desirable	Assessed by application	Assessed by selection process
Qualifications				
Good general standard of education.	✓		✓	
A willingness to undertake the studies necessary to achieve the Certificate in School Business Management and/or accounting qualifications.		✓	✓	
Experience				
Relevant work experience in administration and/or finance.	✓		✓	✓
Experience of the use of a wide range of computer software including spreadsheets and data bases, including SIMS.	✓		✓	✓
Knowledge and experience of working in the education sector and/or schools.		✓	✓	✓
The ability to operate a variety of office equipment.	✓		✓	✓
Special abilities and aptitudes				
Proven verbal and written communication skills, including the ability to draft routine correspondence, take accurate messages, the ability to take simple minutes/notes and deal with a wide range of people such as staff, students, parents and the wider community, both in face to face situations, over the telephone and in writing.	✓		✓	✓
Proven skills of organisation, including the ability to assess and prioritise work effectively in order to ensure that deadlines are met.	✓			✓
A willingness to attend relevant meetings and training courses i.e. first aid, in order to enhance personal development and provide an effective and efficient service to the school community.	✓		✓	✓
Effective numerical skills in order to maintain accurate accounts.	✓		✓	✓
Effective keyboard skills in order to word-process correspondence and input figures accurately & effectively extrapolate information from computer based systems.	✓		✓	✓
Ability to work well under pressure at the same time as dealing with interruptions from the school community and the telephone.	✓			☐
The ability to work systematically and logically, ensuring attention to detail.	✓		✓	✓
The ability to deal sensitively and in confidence with a wide range of issues relating to working practices.	✓			✓
Ability to work independently and as part of the school support staff team, in terms of resolving problems and being able to demonstrate a flexible approach to the many demands made upon the school's finance & administration team.	✓		✓	✓
Other				
Commitment to the LA's Equal Opportunities Policy and acceptance of their responsibility for its practical application.	✓		✓	✓
Have an understanding of the Data Protection Act and its implications on school data.		✓	✓	✓
A willingness to undertake training as required both on and off site.	✓		✓	

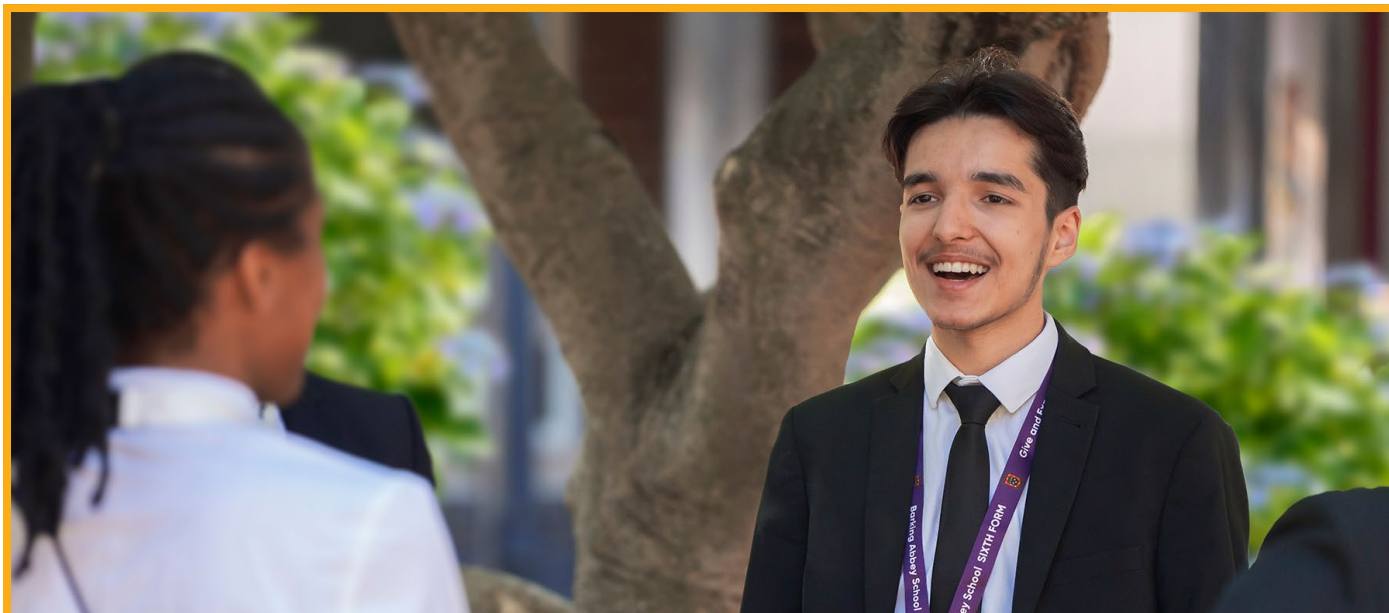
About the Department

We are now currently working as one team based at Barking Abbey School. However, you may at times be required to work at either school depending on the needs of the schools.

You will be part of the finance team assisting with all aspects finance and payroll functions across both schools. You will work under the direction of the Finance manager as part of a team of 5 staff delivering finance and payroll services across the two schools undertaking all daily financial transactions and processes alongside month end reporting. You will be responsible for the administration and checking of pay claims and will be supported to develop skills and knowledge around financial regulations and processes in schools.

The combined budget for both schools is in excess of £33m pa. The schools have the same finance software systems and processes following the same financial regulations and guidance. Each school has two monthly payroll runs with monthly payroll costs totalling near £2m with two separate systems and providers. Currently across the two schools there are over 550 staff on the monthly payroll reports and runs.

This is an exciting time to provide the right person with the opportunity to develop their finance and payroll career within the education sector.



Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

