

# Hills Road Sixth Form College

**Appointment of:** Payroll and Finance Clerk

**Location:** Cambridge



Shape  
the  
future



Hills Road  
Sixth Form College  
Cambridge



## Welcome from the Principal

Thank you for your interest in Hills Road Sixth Form College and in this post. We really hope that the information in this booklet will support you in making an application to our College and will provide all you need for deciding whether we're right for your next career step. We hope we are!

Choosing an institution where you find a fit in terms of ethos and values is hugely important. Hills Road Sixth Form College enjoys a strong national reputation, having topped Sixth Form College performance league tables for many years. But that doesn't make us complacent. We still want to improve the ways in which we work with young people to get the best for them and from them, whatever that might take.

We are therefore looking for a colleague to join us who shares that drive and wants to ensure that the department they are joining continues to achieve excellent outcomes. Everything we achieve relies on the quality and commitment of our staff team, whatever their role in the College, and we are keen to recruit colleagues for whom excellence comes as standard. Excellence is one of our six core staff values, together with Kindness, Integrity, Diversity, Respect and Community. We want you to know that you will be joining a diverse, welcoming community where you will continue to grow professionally. We are lucky to have colleagues here who are not only committed to our values but also to young people and the potential within each one of them to be brilliant at something they've not yet tried.

As a busy, vibrant community with around 2,970 young people, there's always a great deal going on and lots to be part of and take part in. Extra-curricular opportunities abound and we hope you will want to get involved with the extraordinary range of activities that is on offer. We have an on-site sports centre, including a fully equipped gym, plus squash and tennis courts, to which all staff colleagues have free membership, and our staff wellbeing programme includes access to on-site talking therapy, fitness and relaxation sessions. If you would like to talk through a prospective application or to explore the College's ethos and values a little more, please don't hesitate to make contact for an informal chat.

Finally, I do appreciate the time commitment involved in completing a job application and, if you do decide to apply, can I thank you for the investment of time you have chosen to make. Whatever the outcome, can I wish you all the very best with your future career, wherever that may be.

With very best wishes

Jo Trump  
Principal

## Payroll and Finance Clerk

Permanent

Full time, 52 weeks per annum

Support Staff Spine Points 7-10 (£25,951 - £27,733 per annum)

Hills Road Sixth Form College is looking for a proactive and diligent Payroll and Finance Clerk to be an important member of the finance team and manage the payroll function for the College.

This role is based in the Finance department, with support from the HR team and will be fundamental to ensuring the correct and timely processing of the College's payroll. The Payroll and Finance Clerk will also be an active member of the finance function, contributing to both the Sales and Purchase Ledgers. This is a fantastic opportunity to join a well-established Finance team in a new role that will further support the College.

We offer a wide range of competitive benefits including a generous pension scheme, free use of the College sporting facilities, free on-site parking, cycle to work scheme, local discounts, as well as discounts on all our Adult Education courses.

**Closing date:** Thursday 19<sup>th</sup> February 2026 at 9am

**Interviews:** W/c Monday 23<sup>rd</sup> February 2026

Details and an application form for the above post may be obtained from our website [www.hillsroad.ac.uk](http://www.hillsroad.ac.uk)

The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community.



# Information for applicants

## The Post

The College is seeking to appoint a highly organised and reliable individual to this newly created role that will support critical functions for the College.

The role will be varied and impactful, with key responsibilities including payroll processing, reviewing payroll payments for sign off, ensuring adherence to policies, processing purchase orders and processing invoices. The Payroll and Finance Clerk will work closely with the finance team in a shared office space, with support from well-established colleagues who have a depth of experience to call on.

This is a great opportunity for someone with a can-do and diligent approach, and existing administrative experience to begin, or develop, their career in Payroll and/or Finance.

Further details, including the job description and person specification relevant to the post, may be found below.

## The Department

The Finance team is made up of 5 members, including this new post, and is overseen by the College's Chief Finance Officer. This busy team includes the Finance Manager, two Management Accountants, and a Financial Accountant. The department plays a central role in the smooth operation of the College and works closely with both internal and external stakeholders. This role will also work closely with the HR department to ensure the accurate and smooth running of the College's payroll, forming a substantial element of the role.

I should like to thank you in advance for your interest in this post and in our College. We hope very much that you will be interested in joining us.

Stuart Tinsley  
Chief Finance Officer

# Job Description

## Payroll and Finance Clerk at Hills Road Sixth Form College

**Purpose:** To work as part of a busy Finance team assisting and providing support to colleagues to ensure the efficient day to day operation of the computerised accounting system employed at the College. To be responsible for the monthly payroll operations for both the Sixth Form College and Cantabrigian. To input sales and purchase ledger relating to the College and College's subsidiary Cantabrigian Ltd. All work is to be carried out in accordance with the College's Financial Regulations Controls and Procedures.

**Reports to:** Finance Manager

**Main Accountabilities:**

**Payroll Duties:**

- Act as main point of contact for payroll purposes, both internally and externally, including for payroll auditing.
- Process payroll instructions received from the HR team.
- Process all overtime and expense claims, including budget coding and ensuring CST authorisation
- Process all other monthly payments, including Adult Education, Enrichment, Sports Coaches, Foreign Language Assistants, etc. in line with internal processes, and liaise with the relevant department to ensure ongoing changes are captured.
- Calculate and process payments for College trips including providing costings and liaising with the relevant departments as required.
- Complete pre-authorisation checks of payroll, including checking all processed claims, variances, and deductions, and resolving any queries with payroll provider
- Provide all relevant paperwork to payroll provider, including pension forms and HMRC checklists
- Manage and process any salary sacrifice deductions or other deductions, as well as additional payments
- Collate all monthly payroll documentation for review by CFO prior to monthly payroll authorisation
- Resolve and respond to payroll related queries from staff and CST
- Manage and update all relevant pay spreadsheets and records
- Process any agreed pay awards and verify correct application by payroll provider
- Collate all relevant documentation for payroll each month and file as appropriate.
- Provide budget calculations for new or potential positions as required.
- Update all relevant pay spreadsheets and systems at the beginning of each academic year and, following that, as and when required.
- Organise and process advances on pay as and when required
- Process strike action deductions as and when required

### **Purchase Ledger**

- Reconcile credit card statements for both Cantabrigian Ltd and the college, and chase receipts where required.
- Reconcile fuel and electric fuel card receipts to invoices and statements received processing transactions within Iris Financials.
- Process and enter purchase orders requested assisting budget holders to enter orders onto Iris Financials, if needed, in accordance with the College's Financial Regulations Controls and Procedures.
- Check and process invoices for college and Cantabrigian Ltd via Iris Financials accounting system ensuring the requirement to account for VAT as appropriate, including appropriate filling and processing to match the college financial regulations.
- Review unapproved invoices and purchase orders monthly taking corrective action where required.
- Review the aged creditors monthly ensuring any missing invoices are requested and posted prior to month end.
- Reconcile supplier statements to outstanding creditor balances and to liaise with suppliers regarding queries.
- Process any purchase ledger refunds as necessary.
- Support the Management Accountants with the purchase ledger accruals.

### **Sales Ledger**

- Process sales invoices for both Cantabrigian Ltd and the college.
- Review the aged debtors monthly chasing any overdue debts where necessary.

### **Administrative Duties:**

- Monitor daily finance email inbox.
- Take responsibility for petty cash, including monthly reconciliations for both the college and Cantabrigian Ltd.

### **Adhoc Finance Duties:**

- Dealing with student and staff queries
- Deal with incoming post, and scan on the shared drive where required
- Cover in absence of other staff and other duties within the scope of the post
- Assist with annual archiving for financial documents
- Assist with year-end where needed.

### **Accountabilities that relate to all staff at the College**

- To demonstrate behaviour and values consistent with the person specification for this role
- To promote equality of opportunity in accordance with the College's Equality and Diversity Statement
- To comply with all College policies and procedures, this includes those where each member of staff has an individual duty to act and for which the College can be held vicariously responsible for the actions of its employees:
  - equality and diversity
  - safeguarding the welfare of children
  - health and safety

## Person Specification for Payroll and Finance Clerk

	Essential	Desirable
<b>Qualifications, training and experience</b>	<ul style="list-style-type: none"> <li>General Education to A level standard or equivalent, or qualified by experience</li> <li>Experience of working as part of a team</li> <li>Good written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to work towards a payroll or financial qualification, funded by the College</li> <li>Experience of working within an education environment</li> <li>Experience in a finance role</li> </ul>

In addition, the successful candidate will demonstrate, or have potential to develop, strengths in the following areas. Evidence will be established from the application form, CV, covering letter, references, the interview or a combination of these.

<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>Confident user of IT, including Microsoft Office applications, Outlook and the internet</li> <li>Ability to work independently, manage own workload, prioritise and use initiative</li> <li>Ability to work effectively under pressure</li> <li>Ability to respond flexibly and positively to changing contexts</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Willingness to work independently and to use initiative</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>Well organised, able to manage own time effectively in order to meet deadlines and to develop contingencies to cope with the unforeseen</li> <li>Commitment to collaborative teamwork</li> </ul>
<b>Disposition and Approach</b>	<ul style="list-style-type: none"> <li>Excellent inter-personal skills demonstrating a professional and assured disposition and with the ability to establish a good working rapport with students and colleagues</li> <li>A mature and non-judgemental outlook</li> <li>Enthusiasm and a “can do” approach</li> <li>High degree of personal responsibility</li> </ul>
<b>Focus on quality</b>	<ul style="list-style-type: none"> <li>Commitment to high standards of work and accuracy, with strong attention to detail.</li> <li>Commitment to the aim of the College to achieve Quality and Value for Money in all aspects of its work</li> <li>Commitment to continuous improvement and willingness to attend appropriate training and development events</li> </ul>

## How to Apply

### Applicants are asked to do the following:

- complete the online Hills Road Sixth Form College application form (Part 1)
- complete the online equality and diversity monitoring form (Part 2)
- write a supporting statement of application
- supply a brief CV

The online application forms (Parts 1 and 2) are available on the College's webpage for this vacancy. When completing Part 1, you will have the opportunity to upload your CV and provide a Supporting Statement of Application. Once you have submitted Part 1, you should then proceed to Part 2 (Equality and Diversity Monitoring form). All documents should be submitted by 9am on Thursday 19<sup>th</sup> February 2026.

Please note that applications received after the closing date may not be eligible for consideration. If Human Resources have not contacted you by Monday 23<sup>rd</sup> February 2026, then unfortunately your application has not been successful.

### Interviews will be held during week commencing Monday 23<sup>rd</sup> February 2026.

Hills Road Sixth Form College will base its decision as to whether to invite you for interview solely on the details provided on your application and how well they match the criteria for this post.

In accordance with Home Office guidance, successful candidates will be required to evidence their right to work in the UK before commencement of employment. The successful candidate therefore must be able to demonstrate their right to work during the recruitment process.

Hills Road Sixth Form College is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit, irrespective of race, religion, sex, disability or age. You are not obliged to complete the equal opportunities monitoring form, but any information given will help us to monitor the effectiveness of our equality and diversity policy.

If you have a disability, you are invited to request any special arrangements you may require for interview, or any adjustments you may anticipate would be needed in your working arrangements, by contacting the Human Resources Team on 01223 278063 (direct line). Further information about accessibility to the site can be found on our website under 'Equality and Diversity/Site Plan' and also from 'AccessAble: [www.accessable.co.uk](http://www.accessable.co.uk).

Thank you for your interest in this post and in the College. We do hope that you will decide to apply, and we should like to thank you in advance for taking the time and trouble to do so. For more information about working life at the College, please go to our website <http://www.hillsroad.ac.uk>

Human Resources





**Shaping the  
future through  
opportunity,  
quality and  
achievement**



**Supported  
by a caring  
and learning  
community.**

