

## **Main Responsibilities**

- To support the preparation and processing payroll data within the deadlines specified.
- Build close and effective working relationships with key partners
- Ensure appropriate controls and checking processes are adhered to in order to validate the accuracy of payroll before and after processing
- To be responsible for all payroll related processes for the two Schools, including pension reporting (Teachers Pensions, AVIVA - APTIS, NEST being the main schemes utilised), HMRC returns following systems and procedures to the standards required by the Trust and appropriate regulatory bodies, implementing any relevant changes
- To operate and maintain the monthly payroll processes to ensure accurate and timely payments for all employees and associated third party payments including Westfield, Union subscriptions, Student Loans HMRC and any other deductions/contributions via the BACS system
- To operate, maintain and develop the payroll system to accurately calculate and monitor occupational maternity/paternity scheme payments, Statutory Maternity and Paternity Pay and produce maternity/paternity schedules
- Accurately process monthly payroll including:
  - Starter and leaver forms and salary amendments
  - PAYE
  - NIC
  - Unpaid leave
  - Calculating occupational sick pay and statutory sick pay
  - Processing P45's and P60's
  - Pension auto enrolment
  - Overtime payments (ensuring they have been appropriately authorised)
  - Reconciliation of payroll general ledger codes
  - Upload BACS files for all payroll payments at the required deadline
- To ensure compliance with current regulations governing Conditions of Service, all changes to relevant legislation affecting Payroll namely, PAYE, National Insurance, Pensions, Working Time Directive payments and Statutory Court Orders
- Process payroll in accordance with auditable procedures
- Manage the preparation and submission of Teacher Pensions End of Year Certificates (EOYC)
- Lead in investigating and responding/managing pensions queries from staff
- Work with HR to look at any pay queries and resolve accordingly
- Issuing HMRC forms and related documentation
- To organise and prioritise the workload to meet all deadlines set
- To work out any overpayments to employees and assist with HR to put a repayment plan in place to reclaim these
- To keep up to date with legislation changes in relation to your role ie. NMW and Terms and Conditions of Employment for the education sector and their application in relation to remuneration
- To calculate the Apprenticeship Levy and HMRC payments
- To complete monthly pension returns (MCR files) for the Teachers Pensions, SYPA and AVCs and facilitate accuracy of annual returns and accounts

- Prepare and process P11Ds and advise the Head of Finance of any changes to legislative requirement and compliance
- To provide payroll month end data reports as required

### **Administrative Duties**

- To be responsible for updating employees bank account details (following the sign off/cross checking processes)
- The processing of payroll related information e.g. HMRC New Starter forms, MATB1 forms, updating tax codes
- Support with ONS submissions
- Complete monthly and annual statutory returns in a timely manner
- Calculation with Jury Service pay and administration
- Administration of employee benefit/salary sacrifice schemes
- Setting the deadlines and collation of data required to complete the monthly payroll
- Supporting the preparation of statutory reporting requirements
- Generation of payslips and responsible to send the monthly email to staff of these
- Generation and distribution of P60s and P45s
- To liaise with staff and external agencies and respond to enquiries on matters within the post holder's responsibility
- Maintaining payroll records
- Processing absence management information
- Answering payroll queries regarding timesheets, payslips etc

To undertake any other reasonably related tasks, duties and responsibilities appropriate to role as directed by the Head of Finance.

### **General Duties**

- To ensure accurate employee records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- To contribute to the Schools overall development to ensure that the Trust operates on the basis of shared and collective responsibility
- Develop professional, constructive relationships with other agencies, schools and professional.
- Participate in meetings, training and performance development as necessary
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

| <b>Qualifications</b>   | <b>Essential</b> | <b>Desirable</b> | <b>How Assessed</b>       |
|---|------------------|------------------|---------------------------|
| Qualified CIPP (Chartered Institute of Payroll Professional) to Associate level or above or equivalent qualification.   | ✓                |                  | AF // certificates        |
| GCSE English and Maths – minimum Grade C or equivalent  | ✓                |                  | AF // certificates        |
| Certificate in Pension Administration or demonstrate equivalent work experience   |                  | ✓                | AF // certificates        |
| <b>Experience and Skills</b>  |                  |                  |                           |
| Detailed knowledge and understanding of payroll systems, taxation, national insurance and pension administration  | ✓                |                  | AF/I                      |
| Good understanding of accounting principles and their application to payroll  | ✓                |                  | AF/I                      |
| Recent experience of delivering a high quality, responsive payroll administration service in a fast-paced payroll team  | ✓                |                  | AF/I                      |
| The ability to communicate effectively with stakeholders and external agencies  | ✓                |                  | AF/I                      |
| The ability to develop and implement new systems and processes in a timely manner   | ✓                |                  | AF/I                      |
| Recent experience of administering a large computerised payroll   | ✓                |                  | AF/I                      |
| Experience working with schools or other public sector organisations in a payroll and pensions role   |                  | ✓                | AF/I                      |
| Experience of resolving issues, managing time effectively and processing monthly BACS payments to employees and third parties                                     | ✓                |                  | AF/I                      |
| Ability to produce written communication in a variety of formats to a professional level with a high standard of accuracy   | ✓                |                  | AF/I                      |
| Excellent communication and organisational skills and the ability to work under own initiative to prioritise a busy and varied workload, meeting strict deadlines | ✓                |                  | AF/I                      |
| Well-developed IT skills, including but not limited to MS Word and Excel, databases, mail merge and email   | ✓                |                  | AF/I                      |
| Proficient with the use of Payroll Systems  |                  | ✓                | Training will be provided |
| <b>Specialist Skills and Knowledge</b>  |                  |                  |                           |

|   |   |  |        |
|---|---|--|--------|
| Knowledge of payroll law and rules, the practical application of it and the impact this can have in an educational context                    | ✓ |  | AF/I   |
| Highly numerate with the ability to understand and accurately process a variety of calculations   | ✓ |  | AF/I   |
| Attention to detail, excellent time management and organisational skills  | ✓ |  | AF/I   |
| Commitment Equal Opportunities and valuing diversity  | ✓ |  | AF/I   |
| <b>Personal Skills and Attributes</b>   |   |  |        |
| Confident, enthusiastic, motivated and committed with a passion for Payroll   | ✓ |  | AF/I   |
| Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these                           | ✓ |  | AF/I   |
| Commitment Equal Opportunities and valuing diversity  | ✓ |  | AF/I   |
| Conscientious, honest, reliable and trustworthy, must be able to deal with issues of a sensitive and confidential nature                      | ✓ |  | AF/I/R |
| A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.                                    | ✓ |  | I      |
| <b>Other</b>  |   |  |        |
| Willingness to work flexibly if needed  | ✓ |  | AF/I   |
| Must satisfy relevant employment checks and be Exempt from the Rehabilitation of Offenders Act, 1974. (All spent convictions to be declared.) | ✓ |  | AF/I   |
| A DBS check at enhanced level   | ✓ |  | DBS    |

Key: AF - Application Form

I - Interview

R - References

We are able to consider, practically assess and undertake actions accordingly to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.