

Job Profile: PAYROLL ADMINISTRATOR



Salary scale:	C1
Working hours:	37 per week, variable hours and hybrid working considered
Academy/department:	Central Trust, HR Team
Responsible to:	Senior HR Advisor
Nature of contract:	Permanent

Job purpose:

Play a crucial role in supporting our HR and finance teams to ensure that our colleagues are paid accurately and in accordance with their terms and conditions and payroll related rules. Support the HR team with people data tasks and pensions administration.

Job specific responsibilities:

- Monitor and process variations to contract, new starters, leavers and non-standard pay items, ensuring pay is accurate including checking against employment contracts and other HR records
- Support monthly payroll task completion including monitoring monthly variances and ensuring records are kept to Trust standards
- Liaise with academies as required to ensure an accurate payroll
- Undertake pay calculations as appropriate and in accordance with terms and conditions, legislative and regulatory requirements
- Monitor timesheets and expenses to ensure accuracy and that appropriate authorisation given
- Collaborate with HR colleagues to ensure that HR and payroll systems data is maintained accurately
- Work with our payroll systems provider as a key contact
- Support with pension administration including liaising with pension providers to resolve issues
- Monitor the payroll ticket system, responding to queries where possible and escalating if required
- Produce, monitor and analyse data

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Effective communicator	✓	
Confident, resilient, positive and approachable	✓	
Logical, methodical with a meticulous eye for detail	✓	
A keen user of technology, IT systems and applications	✓	
Learns continuously and effectively adapts behaviour in response to feedback; able to evaluate own performance and focus development accordingly	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Excellent IT skills including excel and payroll systems and platforms	✓	
Experience of working with payroll software	✓	
Experience of payroll administration	✓	
Good level of working knowledge of PAYE and pensions matters	✓	
Payroll qualification		✓
Experience of pension administration		✓
High level of customer service skills	✓	
Good general administration skills	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

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