**Job Dimensions - Payroll & HR Administrator**

**Contract type:** term time with extra two weeks (to be worked in the school holidays)

**Reporting to:**  Head of HR

**Functional relationships include:** Chief Executive Officer (CEO), Head of Operations, Head of HR, HR team, finance team, Executive Heads/Heads of School, central services seam, external agencies, Department for Education (DfE), local authority, HMRC

**Purpose of Role**

You will act the person responsible for processing the trust’s payroll for 600+ full and part-time staff employed by Extend Learning Academies Network (ELAN). Working within the ELAN Central HR team under the direction of the Head of HR and HR team to work collaboratively to deliver an excellent payroll and HR service in an effective and positive manner. To act as an integral part of the central cervices team, focused on continuous improvement and as such to make a contribution to the overall aims of the trust, working within agreed policies and procedures.

**Values of the Trust**

To uphold and promote the Extend Learning Academies Network values and specific values of individual schools

**We embrace individuality**

**We do the right thing**

**We work together**

**Principle Duties and Responsibilities**

* Collaboratively work on accurate input data relating to employee payments into the payroll database on a regular basis, including allowances, deductions and calculations of part-time employees’ salaries.
* Ensure that employees are paid on time and receive the correct payments.
* Ensure the accurate recording of employee information, such as resignations, contractual changes, new starters, personal details in order to maintain up to date records on the payroll system.
* Ensure that correct payments, reports and returns are made to HMRC, pension providers and other statutory bodies.
* Carry out month and year end processes essential for statutory and other returns.
* Keep informed about changes in tax and deduction laws that apply to the payroll process.
* Reconcile payroll accounts to maintain accuracy or detect errors or anomalies.
* Liaise closely with colleagues in the central finance team to ensure that monthly reconciliations for budget control purposes are undertaken and preparing journals for any corrections required.
* Prepare budgetary information from payroll as required and provide support to the central finance team during the annual budgeting process.
* Ensure the government’s Childcare Voucher Scheme is operated efficiently, that all deductions are reconciled and correct payments made to the scheme provider.
* Deal with enquiries from employees and external contacts and agencies, either in person, by telephone or in writing.
* Conduct regular checks to ensure the integrity of the payroll database, updating data as necessary and ensuring that the payroll database is working properly and that problems are identified to the Head of HR.
* Maintain up to date and comprehensive guidance notes on using the payroll database.
* In conjunction with the HR team, plan the best way to implement legislative changes and ensure that standard procedures are developed to support any such changes.
* Participate in any projects to develop the payroll processes and database, taking a lead on identifying improvements and playing a key role in implementing any resultant changes.
* Administrative duties such as; preparing letters according to templates and mail merges / employment contracts, preparing and placing job adverts, filing etc.
* A strict code of confidentiality and data protection must be adhered to at all times.
* The Payroll and HR Administrator will be required to undertake any other duties appropriate to the role, as required by the Head of HR.

**Confidentiality**

During the course of employment the Payroll & HR Administrator will have access to information of

a confidential nature. Under no circumstances may this information be divulged to anyone or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of employment, the Payroll and HR Administrator will have access to data and

personal information that must be processed in accordance with the terms and conditions of the

Data Protection Act 1998 and properly applied to pupil, employees and school business/information.

**Working Relationships and Contacts**

* Develop and maintain positive professional working relationships with other professionals.
* Liaise with all other employees, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.

**Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

**Further Information**

**Probation** This post is subject to a **6 month** probation period.

**Scale Point** All staff start at the first scale point within their salary grade. Annual increments may be paid until the top of scale is reached, dependent upon individual performance.

**Pension** As an employer of the local government pension scheme, you will be automatically enrolled in the Avon Pension Scheme. The trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit**.**

**Person Specification**

**Payroll and HR Administrator**

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| **Area** | **Essential** | **Desirable** |
| **Education** | Qualification in Numeracy and  Literacy equivalent to GCSE Grade  A-C or Level 2, on the national  vocational framework  An evidenced passion and experience of administration and processing of payroll for a similar sized organisation | Suitable payroll qualification AAT/NVQ  Level 2, IPP, IAB or equivalent |
| **Experience** | Relevant office experience  Experience of using databases  Experience of working within a confidential environment  Demonstrable previous responsibility for the operational planning, organisation and co-ordination of a number of time-critical processes and procedures  Ability to summarise and interpret complex information using oral and written methods to meet the needs of a diverse audience | A good understanding of accounting principles and their application to payroll  Experience of working within an education establishment |
| **Skills and knowledge** | Excellent numerical and analytical skills  IT literacy: proficiency in the basic functions of MS Word and experience of using MS Excel at an intermediate to advanced level  Good spoken and written communication skills  Organised and methodical approach to work  High level of accuracy and attention to detail  Excellent time management  Ability to work effectively with others as part of a dedicated professional team  Uses initiative and can successfully work independently |  |
| **Personal Attributes** | A positive and good humoured nature  Tact and diplomacy  Ability to deal with sensitive matters professionally and confidentially  Empathy with the principles, ethos, aims and aspirations of ELAN |  |