



Job Description

Job Title: Payroll & Pensions Assistant

Reporting to: Line Manager and Head of Payroll and Pensions

Grade: 5

Overall Purpose of the Post:

Providing administrative support to the Payroll and Pensions Team by undertaking payroll processing, and all other associated duties.

Main Duties and Responsibilities:

- ☐ To assist the Head of Payroll and Pensions in providing a complete pensions and payroll service for the Trust;
- ☐ Carry out all payroll procedures accurately, including running the monthly payrolls and processing associated queries in a timely manner in accordance with statutory guidelines, as well as the Trust and departmental policies and procedures;
- ☐ Assist with monthly pension processes and returns as required;
- ☐ To upload and check information given to the Trust in respect of employment related statutory and voluntary deductions e.g. Tax, National Insurance, statutory payments and Pension schemes, provided by external agencies, e.g. HMRC and Pension providers;
- ☐ To interpret terms and conditions of employment and understand the implications for the accuracy of Payroll and Pension data;
- ☐ To communicate effectively with HR colleagues to validate the accuracy of payroll and pension data;
- ☐ Archiving and disposing of payroll and pension documents in line with record retention requirements;
- ☐ Dealing with queries regarding payroll and pensions, liaising with internal and external stakeholders as required;
- ☐ Plan, prioritise and organise workload to handle busy periods and meet all deadlines;
- ☐ To maintain the confidentiality of data at all times;
- ☐ To ensure a professional and consistent service within the Trust, especially when resolving sensitive payroll and Pension issues.

Additional Responsibilities

- ☐ Deal with any immediate problems or emergencies according to the academy's policies

and procedures;

- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.