

## Trust Payroll and Pensions Officer

### Job Description

<b>Job Title</b>	Trust Payroll and Pensions Officer
<b>Grade</b>	Scale 8 Points 25 to 28
<b>Hours</b>	25 hours per week, 41 working weeks per year including one week worked in the Easter break and one week worked in the summer break.
<b>Reports to</b>	Trust HR Manager
<b>Liaison with</b>	CEO, CFOO, Trustees, Trust Finance Manager, Trust HR Manager, School Business Managers, school-based HR staff, Essex Pension Fund, Teachers Pension Scheme, HMRC, software providers.
<b>Job Purpose</b>	<p>Effective operation of the Trust's payroll function. Reporting to the Trust Finance Manager / Trust HR Manager, the Payroll Officer will be responsible for:</p> <ul style="list-style-type: none"><li>• the preparation and processing of payroll for all employees across the Trust, including the preparation and submission of all monthly and end of year statutory returns to HMRC and pension schemes.</li><li>• compliance with current PAYE, NI and other payroll related legislation and adherence to relevant deadlines.</li></ul>
<b>Duties: Operations</b>	<ul style="list-style-type: none"><li>• Accurately processing monthly payroll to deadline liaising with school HR leads to obtain relevant information.</li><li>• Processing all payroll information including contract changes, sickness, maternity, deductions and unpaid absence through the Trust Payroll system, checking for accuracy and correct authorisation.</li><li>• Completion of monthly and annual documentation for HMRC, LGPS, and Teachers Pensions.</li><li>• Updating the payroll system for starters, leavers, changes in contracts in liaison with HR leads in schools.</li><li>• Updating the payroll system for the outcome of the annual performance management and pay review process in liaison with HR leads in schools.</li><li>• Manual calculations of pay adjustments where necessary including calculation of under or over payments.</li><li>• Updating the payroll system with current rates including pay scales, allowance values, pension deduction rates for employees and employers, National Insurance rates and tax thresholds.</li><li>• Processing of all payroll-related BACS payments.</li><li>• Support and advising schools on the processing of maternity, paternity and shared parental pay calculations to ensure compliance with Trust policies and statutory requirements.</li><li>• Communication with staff as they join the Trust, and when resolving payroll and pension queries.</li><li>• Processing payroll journals, departmental recharges etc. to the nominal ledger in liaison with Central Finance Team.</li><li>• Communicating with the Trust's Central ICT team and the helpdesk of payroll and pension software providers where required.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensuring processes, systems and communications reflect the changes as a result of legislation, benefits offered etc.</li> <li>• Working closely with the Central Finance team to reconcile the payroll control accounts on a monthly basis and resolving any reconciliation queries.</li> </ul>
<b>Duties - General</b>	<p>Undertake any other task and responsibilities appropriate to the level of this post.</p> <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace · Ensure that all duties and services provided are in accordance with the Alpha Trust Equality and Diversity Policy</li> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Financial Officer to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>

## Person Specification – Payroll and Pensions Officer

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Educated to NVQ Level 3 or Equivalent in English and Maths	X	
Evidence of continuous professional development	X	
Training in the use of Microsoft Office – particularly Excel but also Word, Power point and Outlook	X	
Completed training in using financial software		X
Recognised Payroll/Pension qualification – Such as CIPP		X
<b>Experience</b>		
Experience in payroll and pensions.	X	
Experience of working in a large and complex organisation.	X	
Experience in running and using payroll and pension reports (e.g. validation reports, BACS files, third party payments).		X
Experience of working in a busy payroll and pension department.		X
Experience in administration of defined benefits pension scheme.		X
Experience in processing business expenses and mileage.		X
<b>Knowledge</b>		
Knowledge and understanding of the monthly payroll/pension cycle including tax year end and its requirements.	X	
Knowledge of payroll and pension legislation and regulations – with a particular emphasis on being able to explain them to others.	X	
Understand and comply with procedures and legislation relating to confidentiality and data protection.	X	
Working knowledge and experience of administering a company pension scheme		X
Working knowledge of Teachers Pension Scheme (TPS) and Local Government Pension Scheme (LGPS).		X
<b>Skills and Abilities</b>		
The ability to prioritise work within set deadlines.	X	
Strong organisational skills and the ability to be pro-active.	X	
Good interpersonal skills and ability to build effective relationships with colleagues and external links.	X	
Effective oral/written communication skills – able to exchange complex information clearly and sensitively.	X	
The ability to perform manual payroll calculations to check the validity of the system calculations	X	
<b>Attributes/Other Requirements</b>		
Very high level of commitment to service delivery with a strong focus on customer experience.	X	

Flexible and able to work to deadlines.	X	
Energetic and pro-active with a positive attitude to change.	X	
Ability to obtain a clear DBS clearance	X	
<b>Personal Qualities</b>		
Tact, diplomacy, discretion and confidentiality.	X	
Ability to remain calm under pressure.	X	
Committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.	X	