SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Payroll Assistant
CONTRACTED HOURS	37 hours per week - 52 weeks per year (would consider part time for the right candidate)
LOCATION	Park Road, Head Office
GRADE / SCALE POINT – SALARY	Grade 4
REPORTING TO	Payroll Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To assist the Payroll manager in the accurate and timely payment of salaries and pensions, in accordance with Government legislation and organisational timetables. To prepare data for the reconciliation of payroll costings, monthly for management accounts.

With support, be able to run the Payroll function in the absence of the Payroll Manager.

KEY TASKS & RESPONSIBILITIES

1) Deal with any pay queries, taking time to understand the issue and liaise with relevant parties in order to rectify the problem.

2) Prepare and process Unity Schools Partnership payroll to include instructions issued internally, by Government bodies and employees, using Payroll software (Payrite).

3) Prepare and process the auto-enrolment of eligible members into the appropriate pension schemes (LGPS & TPS)

4) Process any pension amendment information accurately within required timeframes.

5) Ensure additional hours information is entered into Payrite in an accurate, efficient and timely manner.

6) Undertake all relevant calculations for new starters, leavers and amendments.

7) Work in conjunction with HR to ensure information relating to parental leave is accurately calculated and administered.

8) Work in conjunction with HR to ensure sickness and absence information is entered accurately, taking into account work patterns and calculating payments accordingly in line with contractual sickness absence and SSP entitlements.

9) To work in partnership with the wider Human Resources and Finance teams to ensure a cohesive service for all staff.

10) Diarise and monitor all long-term sick payments, ensuring that payments do not exceed the individual's contractual sickness absence and SSP entitlements.

11) Produce and distribute payslips (electronically where possible).

12) Produce reports to check the integrity and appropriateness of tax codes and NI letters.

13) Distribute P60s within the required deadline.

14) Provide relevant information when required for the monthly reconciliation of the P35 information.

15) Assist with the monthly reconciliation of PAYE payments.

16) Upload BACS reports and provide costing data to the Finance department.

17) To assist with the compliance of statutory reporting requirements for both payroll and pensions.

18) Provide ad hoc reports to appropriate managers on request

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Payroll Manager, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust;

2. Participate in training and other learning activities and performance development as required;

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;

4. Maintain absolute confidentiality and exercise discretion with regard to staff/ pupil information and the Trust's business at all times;

5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times;

6. Undertake any other reasonable tasks and responsibilities as requested by the deputy headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams

which fall within the scope of the post.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested a member of the Senior Leadership or Trust Executive Leadership Teams.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIREABLE
KNOWLEDGE		
Technical or Specialist	Computer literate, with basic Excel knowledge	Sound knowledge of Payrite payroll software or similar payroll software systems would be an advantage National Payroll Certificate / Educated to degree level or equivalent A good understanding of manual and computerised payroll systems and principles.
Literacy and Numeracy	Ability to interpret and to reconcile data from a variety of sources using tools such as Microsoft Excel.	
Organisational	Ability to prioritise workloads effectively, balancing conflicting deadlines and achieving results and deliverables within fixed timescales. Ability to work effectively under pressure.	Experience of working to defined service levels, targets and key performance indicators.
MENTAL SKILLS		
Problem Solving	Ability to review and resolve issues and follow through to satisfactory conclusion.	
Creativity/ new ideas		Continuous self-evaluation, and ability to seek improvements to processes and procedures.
INTERPERSONAL & COMMUNICATION SKILLS		
Caring skills	Self-motivated, dynamic individual with a flexible approach to work.	
Advising / guiding	Commitment to providing customer focused service	
Verbal and written	Excellent standard of written and oral communication skills.	
PHYSICAL		
Level of Autonomy	Strategic and hands-on approach. Ability to work alone or within a wider team.	