

Payroll & Benefits Officer

Salary Grade: UKAT Band C
Hours: 37 hours per week / 40 weeks per year
Responsible to: Senior HR Officer
Responsible for: n/a

Purpose and Vision

Under the direction of the Senior HR Officer, provide a high-quality payroll service to ensure the accurate, efficient, and compliant processing of salaries across the Academy Trust.

As a key member of the HR team, you will take ownership of payroll administration, ensuring all payments, deductions, and statutory requirements are met. You will also proactively seek opportunities to improve payroll processes, with a long-term goal of transitioning payroll in-house to enhance efficiency, accuracy, and service delivery.

Key responsibilities

- **Payroll Processing:** Lead on the full payroll cycle administration, ensuring timely and accurate processing of salaries, allowances, timesheets, and deductions in line with Trust policies.
- **Payroll Compliance:** Ensure compliance with HMRC requirements, including downloading and applying tax codes, student loan notifications, and other statutory updates.
- **Payroll Review & Accuracy:** Check payroll in conjunction with the Senior HR Officer, conducting thorough quality assurance before submission.
- **Payroll Support & Queries:** Act as the first point of contact for payroll-related queries, including pay discrepancies, e-payslip access, and statutory deductions.
- **Pension Administration:** Manage the administrative processes for Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS), including monthly/annual returns, changes to personal details, and processing new starters and leavers.
- **Payroll Data Management:** Maintain payroll records within the Trust's staff management system, ensuring accuracy and data integrity.
- **Recruitment & Compliance Support:** Oversee DBS checks for new and existing staff and support compliance processes related to onboarding.
- **Employee Benefits Administration:** Manage payroll-related employee benefits such as salary deductions for Cycle to Work schemes, Benenden healthcare, and eyecare vouchers.
- **HR Reporting & Compliance:** Support statutory payroll-related returns, such as Gender Pay Gap reporting and School Workforce Census payroll data checks.
- **General HR Administrative Support:** Provide administrative support to HR casework, including minute-taking in employee meetings and assisting with probation monitoring.

Commitment to UKAT's Vision, Values, and Mission

- Contribute actively to the continuous improvement and high-quality education standards across the Trust, supporting the development of an outstanding learning environment.
- Engage fully in the whole staff performance management process, demonstrating a commitment to professional growth and workforce development.
- Act as a role model for all stakeholders by upholding UKAT's values, displaying integrity, collaboration, and a commitment to inclusivity.
- Foster a culture of self-reflection and continuous improvement, embracing innovation and visionary thinking to support the Trust's future growth and sustainability.
- Work collaboratively with colleagues, students, and external partners to promote an outward-facing and inclusive educational community.
- Ensure a safe and supportive environment for students and staff by adhering to all safeguarding policies and procedures, championing the welfare of children and young people.
- Take responsibility for health, safety, and environmental sustainability, acting mindfully to protect the well-being of colleagues, students, and future generations.
- Uphold the highest professional and ethical standards, in line with UKAT's mission to empower, inspire, and enrich its communities.

Payroll & Benefits Officer – Person specification

Attribute	Essential	Desirable	How will this be measured
Qualifications	<ul style="list-style-type: none"> 5 GCSEs (Including English & Maths) A* - C or equivalent 	<ul style="list-style-type: none"> Payroll qualification (Level 3 Level 3 or above) HR qualification (Level 3 or above) 	A & Q
Experience	<ul style="list-style-type: none"> Working in a payroll or HR related role Using HR or staff management systems 	<ul style="list-style-type: none"> 3 years + experience in a payroll role Working in an Education environment Use of Bromcom Use of Every HR 	A & I
Knowledge & skills	<ul style="list-style-type: none"> High Degree of Accuracy Knowledge of Payroll processing and legislative requirements Ability to plan, organise and meet deadlines Ability to work on own initiative and as part of a team To undertake any training relevant to the role 	<ul style="list-style-type: none"> Payroll or HR processes in a busy organisation Understanding of the type of benefits that add value to employees 	A & I
Personal qualities	<ul style="list-style-type: none"> Excellent communication including verbal and written skills Competent with IT and other software packages, such as Word, Excel and PowerPoint. A personable nature to build effective relationships Ability and keenness to promote the Trust's positive culture and ethos An elevated level of integrity, confidentiality and discretion 		

Assessment modes

Application form (A)

Interview & selection process (I)

Qualification certificates (Q)

The University of Kent Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.