

## HULL COLLABORATIVE ACADEMY TRUST

### Job Description

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**Post title: Payroll Manager**

**Reports to: Chief Financial Officer**

**Location of the post: Central Team**

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#### Main Purpose of the Post

Lead the payroll function, and where this relates to payroll, the pensions' administrative function, on behalf of Trust. Provide expertise in payroll and pensions administration developing appropriate and effective systems and processes to ensure the Trust fulfils its legal obligations in relation to the payments of salaries, benefit and pensions.

To continue to develop and refine the Trust's internal payroll system dealing routinely with HMRC and third-party payees. Carry out the end of year payroll and pension processing routines, creating reports and regular returns as required by law for DfE and for internal processing.

Be responsible for providing the finance team with accurate payroll costs and calculations to enable them to complete their budget forecasts. Contribute to all audit requirements.

#### Main Duties and Responsibilities

1. Lead the payroll team in ensuring that all HCAT Academy staff are paid accurately and on time, correctly deducting statutory and voluntary deductions, including tax, national insurance, pension contributions to two different pension agencies, union fees and others. Preparation of the BACS file in a format suitable for paying through the banking system.
2. Ensure there is a continuity plan for payroll which is regularly reviewed and updated. Including but not limited to full system notes, emergency software access procedures, key contact lists and contingency arrangements
3. Provide the Chief Financial Officer with an accurate breakdown of payroll data for the purpose of maintaining accurate Trust and school budgets.
4. Be responsible for ensuring the Trust follows payroll rules/conventions/ and follows the rules as dictated by the pension providers in relation to the administration of the pension contributions.
5. Provide monthly reports as are required by the Trust, the Chief Financial Officer and outside agencies such as the auditors in relation to payroll and pension financial administration

6. Provide advice when required to the schools including the provision of written reports, attending meetings to give briefings to staff or presentations, handling telephone and or face to face discussions and corresponding by e mail or letter.
7. Lead on the development of payroll procedures. Ensuring that all software and systems used to deliver the payroll cycle are constantly challenged for suitability and maintained.
8. Prepares and reconciles the monthly payroll journals for nineteen separate locations, including sixteen schools. Remit monthly/annual returns in respect of deductions made including HMRC, Teachers' Pension Agency, Local Government Pension Scheme and others, strictly within the legal and statutory reporting and time constraints. Be responsible for calculating the apportionment of the apprenticeship levy across the Trust schools based on gross payroll amounts.
9. Supervise and coordinate activities of payroll staff
10. Manage payroll workload to meet operational requirements, including setting annual timetables and communicating to those affected
11. Ensure the payroll team administer benefit plans including e.g. Childcare and other benefit in kind arrangements.
12. Lead on sourcing appropriate training for the Trust and its staff on pension and payroll related matters as required from time to time. Deliver in house training to schools on the Trusts payroll and pension administrative requirements as required. Maintain professional and technical knowledge by attending educational, payroll and pension workshops
13. Prepare, process and submit all year end documentation to the Inland Revenue including P35,(a) and P14's (on line returns) Also prepare and submit P60's to all current employees on the school's PAYE scheme.
14. Establish, maintain and manage clear accurate records of all aspects of payroll in accordance with current legislation, ensuring the safe and secure storage of confidential payroll and pension information.
15. Be responsible for validating employment history to assist with the transition from employment to pension and to resolving school/employee queries as appropriate.
16. Lead the collaboration with all Trust schools including those joining the Trust to collate and process all aspects of information required for starters and leavers and changes to contractual payments including sick pay and maternity pay.
17. Deal with payroll queries politely and promptly.
18. Lead on the pension auto-enrolment requirements as timetabled providing advice and instruction to Finance Managers on the Pension Auto-enrolment ensuring accurate management and statutory compliance.
19. Contribute to the external Teachers pension audit for the Trust.
20. Support the Chief Financial Officer in financial matters as required
21. Lead on answering pension queries from Teachers Pensions' and Local Government Pension Scheme providing and where necessary calculating payment made for leavers, retirements and un-paid leave. Calculating wage increments, overtime and holiday payments.
22. Responsible for training new payroll team members in both payroll and pension input administration

## Responsibility

### **1. Responsibility for Staff:**

1. Directing and supervising the work of one payroll officer.
2. Responsibility for performance management of the payroll officer including delegation of work, assessment of competence, management of attendance, management of performance, identification and implementation of learning and development interventions, coaching and motivating, health safety and welfare.

### **2. Responsibility for Stakeholders/Clients:**

1. Responsibility for ensuring payroll processing for over 1000 members of staff to deadline
2. Responsible for designing systems and setting realistic payroll deadlines which ensure compliance with statutory requirements for processing payments and returns
3. Responsibility for accurate administration of the Trusts pension contributions  
Local Government Pension contributions covering around 60% of the payroll  
Teachers Pensions contributions covering around 40% payroll
4. For the correct payment and deduction of tax, NI and pension in line with statutory processes for over 1000 monthly paid employees as well as making payments to external bodies e.g. Inland revenue, pensions, Unions, Health Scheme, Local Authority.

### **3. Responsibility for Budgets:**

- 1 Responsibility for processing a total annual payroll budget of over £31,000,000 per annum, and the administration of pension contributions.
- 2 Raising issues and solving problems where errors have occurred, or where uncertainty has arisen

### **4. Responsibility for Physical Resources:**

1. Responsibility for the safe, secure and confidential storage of payroll, tax, national insurance and pensions information in all formats and provide the Chief Financial Officer with accurate figures to enable the safe transfer of funds from each school to cover all these aspects of the staff payroll to a pre-determined timetable.

## Decision Making

1. The post holder makes all the decisions regarding timetabling the workload in respect of all aspects of the payroll. Setting up current procedures, applying current legislation, administering the payroll to ensure that staff are paid accurately and on time.
2. The post holder interprets legislation and HMRC rules to ensure that statutory requirements are met.
3. Maintains payroll systems ensuring payroll system utilised is 'fit for purpose'.

## Contacts and Reason for the Contact:

4. Works closely with other members of the Senior Leadership Team.

5. Provides advice and responds to payroll queries from all staff, Office/Business managers and Heads.
6. Oversees the work of the payroll officer
7. Works collaboratively with other school office and Finance managers within the trust
8. Liaises with third parties like HMRC and Pensions and other agencies regarding tax code and policy changes to ensure correct taxation and deductions.

## Person Specification

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	Chartered Institute of Payroll Professionals – Advanced Technician	AF	A comparable industry recognised qualification  Qualified accountant or payroll degree.	
EXPERIENCE	Clearly demonstrable experience of running a large payroll for a significant time  Extensive experience of payroll processing.  Significant experience of budget management  Significant experience of producing complex reports or/and financial returns.	AF/R/I	Clearly demonstrable experience of running a large <b>educational</b> payroll          Experience of financial management in schools.	
KNOWLEDGE	Highly developed understanding of payment arrangements for school staff including term time calculations.  In depth understanding of teachers pay and conditions and their practical application.  In depth understanding of support staff pay and conditions and their practical application.	AF/R/I		



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	Organisation skills.			
PERSONAL QUALITIES	Highly developed communication skills, working with tact and sensitivity. Collaborative management style Team working to support others. Able to keep confidences and work with highly sensitive information securely.	I/R		
OTHER REQUIREMENTS				

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references