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| **Job Description**  |
| **Post:** | **Payroll Officer** |
| **Pay Scale:** | **Grade 5 Scp 12-17** |
| **Responsible to:** | Head of Payroll |
| **Main Location:** | Head Office, Bury |
| **Main Duties** |
| * Responsible for processing the monthly payroll for the Trust, producing and analysing reports to verify and ensure integrity of data.
* Responsible for resolving employee pay queries, escalating issues to the Payroll Manager when required.
* Responsible for managing the payroll function in the absence of the Payroll Manager.
* Collate the input from schools and head office records and enter these claims and HR changes onto the system after verifying validity and authorisation.
* Process monthly starters, leavers and contractual amendments.
* Administer all pension related processes including notifying TPS and LGPS of starters, leavers and changes, collating information for year end returns and auto enrolling all eligible employees on the appropriate pension scheme within the required timeframe.
* Submit pension returns within the required timeframe.
* Monitor the HMRC Gateway notices to upload NI Numbers, tax code changes, student loans etc., checking the effect the changes will have on pay.
* Check payroll runs and correct details as required. Report system errors to the Payroll Manager for escalation.
* Issue P45s for leavers
* Run weekly, monthly and ad hoc reports to ensure the integrity of data input on iTrent.
* Manage statutory and company absence payments such as SSP, SMP and contractual holiday or sickness schemes.
* Distribute payments and breakdown reports to third party organisations, such as unions and health care businesses.
* Prepare the FPS and EPS submissions to HMRC. Submit in absence of Payroll Manager.
* Provide a customer focused, professional service to all internal clients and log and respond to employee pay queries or general legislation queries, taking ownership for their resolution and escalating to the Payroll Manager where appropriate.
* Perform pre-written test scripts on HR/Payroll system updates based on the Update Release Notes.
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| **Professional standards and development** |
| * Take responsibility for and participating in continuing professional development.
* Support all the Trust’s policies and ethos.
* Establish effective working relationships with professional colleagues within the Trust.
* Responsible for the health, safety and welfare of self and colleagues in accordance. with the School’s Health and Safety policies and procedures and current legislation.
* Reflect on own professional practice.
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| **Continuing professional development and formation** |
| * Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.
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| **General Responsibilities** |
| * Attend and participate in staff meetings, training, and briefings as appropriate.
* Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
* Contribute to the overall ethos, work, and aims of the Trust.
* Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
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| *These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.* *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust’s safeguarding procedures and Keeping Children Safe in Education statutory guidance.**It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.* |

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| **Person Specification** |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application  |
|   | **Essential / desirable**  | **Evidence**  |
| **Qualifications** |
| CIPP qualified at level 3 or above or equivalent experience | E | Application Form / Qualifications |
| **Knowledge & Experience** |
| Minimum of 2 years’ experience of processing payroll. | E | Application Form / Interview |
| Experience of working in payroll in the education sector | D | Application Form / Interview |
| Experience of working with iTrent payroll software | D | Application Form / Interview |
| Knowledge of HMRC regulations, including statutory payments, PAYE and RTI. | E | Application Form / Interview |
| Knowledge of Teachers’ Pension Scheme and Local Government Pension Scheme | D | Application Form / Interview |
| **Technical Skills & Ability**  |
| Excellent IT skills to include Microsoft Office packages | E | Application Form / Interview |
| Good numeracy skills | E | Application Form / Interview |
| **Special working conditions**  |
| None |  |  |
| **Personal characteristics** |
| Meticulous attention to detail and excellent accuracy skills. | E | Application Form / Interview |
| Ability to work independently and use own initiative | E | Application Form / Interview |
| Excellent organisational and time management skills to meet deadlines and business needs. | E | Application Form / Interview |
| Experience of working to pressure and tight deadlines | E | Application Form / Interview |
| Good written and verbal communication skills | E | Application Form / Interview |