



## Job Description

### Trust Payroll Officer

<b>Responsible to:</b> HR Manager	<b>Grade:</b> 8
<b>Hours:</b> 25 hours per week	<b>Duration:</b> 52 weeks per year
<b>Main Location:</b> Trust Central Office (c/o Faringdon Community College)	
<b>Disclosure Level:</b> Enhanced DBS (Regulated Activity)	

**Context :** to provide a comprehensive, professional, and efficient Payroll service that responds to the Business needs and assists the delivery of the Trusts vision and aims.

#### **Job Purpose:**

- To be responsible for collating, calculating and inputting monthly payroll data in accordance with deadlines, working closely with internal colleagues and external stakeholders.
- To undertake pension administration for the Trust, liaising with both the Local Government Pension Scheme and the Teachers' Pension scheme, promptly responding to enquiries, and requests for information
- To be responsible for producing employment contracts, contract variations and associated payroll paperwork (such as maternity) in line with authorised management requests.
- Ensuring compliance with company policies, service level agreements, and legislative requirements

#### **Main Responsibilities:**

- Responsible for the development of effective and efficient payroll processes across the Trust to support a growing organisation.
- To be responsible for the ongoing service contract with our payroll provider, providing feedback and meeting regularly with the account manager to ensure high quality support and service with them to all schools across the Trust
- To be responsible for ensuring that all payroll changes are input accurately and on time for the payroll deadline.
- To be responsible for monitoring and managing any errors made in payroll such as overpayments, in order to ensure that errors are resolved in a timely way and in line with our procedures and monitored accordingly.
- To be responsible for supporting schools with payroll calculations and more complex queries raised such as calculating salaries according to grade, hours, weeks worked, paid holiday

Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FAoS can be found at [www.faringdonlearningtrust.org](http://www.faringdonlearningtrust.org)

- Responsible for ensuring payroll providers have correct and up to date information on pay increments, cost of living increases and other changes to salaries and allowances structure, processing this information as required.
- Responsible for the administration of the Trusts childcare voucher processes and other salary sacrifice scheme such as the cycle to work scheme, including inputting and processing associated transactions into the payroll system.
- Responsible for the quality of data held within the payroll system, undertaking regular checks and reviews on salary information
- Deal with a wide range of payroll and pension enquiries from employees and other stakeholders providing advice and guidance on all payroll and pension matters including the interpretation of current legislation and regulations.
- Respond to requests from Executive and Senior Staff regarding payroll and salary queries, requests for management information required to support and inform budget setting, resolving discrepancies
- Maintain employment records, conducting regular checks of the integrity of the payroll database and ensuring compliance with Data Protection Act / GDPR, acting with discretion and confidentiality at all times
- To be responsible for both TP and LG pensions, ensuring the payroll provider is carrying out the administration and the correct data is being submitted to the relevant provider each month.
- Responsible for the pension year end reconciliation and work with our auditors to ensure the Trust is compliant
- To be responsible for ensuring the service and delivery from our outsourced payroll bureau is of a high quality, appropriate to our needs and reflects good working practices
- Ensure robust audit records are maintained and work with auditors as required.
- Manage exceptions to the payroll process, including the administration of over/under payments, unpaid leave, maternity/paternity/shared parental leave entitlements, ssp1 letters, applying and checking calculations as required
- Produce and distribute contract variations that reflect payroll changes made, ensuring they are delivered in line with statutory requirements and the Trust SLAs

### **General Duties**

- To be responsible for creating training documentation, workshops and guide notes where applicable
- To support teaching and learning by providing high quality support as part of a committed flexible team
- At all times act in accordance with the agreed local and national policies and procedures
- Contribute to the overall ethos/work/aims of Faringdon Learning Trust
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
- Participate in training and other learnings activities and performance development as required
- Carry out other duties as required from time to time by line manager
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Faringdon Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## Person Specification

Specification	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> <li>• Strong maths and English (written and spoken)</li> </ul>	<ul style="list-style-type: none"> <li>• Certification as a payroll professional (i.e Payroll technician)</li> <li>• Certification as a HR professional (ie CIPD)</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of working in a busy payroll / HR role</li> <li>• High level of numeracy skills</li> <li>• Experience in working in a role supporting other professionals and giving guidance on specific processes</li> <li>• Experience working closely with external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the public sector</li> <li>• Knowledge of teachers pensions and LGPS</li> <li>• Experience of working in a School environment.</li> <li>• Experience and knowledge of payroll systems and implementations</li> <li>• An understanding of payroll processes and legal requirements</li> </ul>
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> <li>• Demonstrable experience in the use of advanced Excel, Word and Google.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce reports and other complex documents</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to get to grips with new IT systems quickly.</li> <li>• Effective interpersonal skills</li> <li>• Effective written and verbal communication skills</li> <li>• Ability to work under own initiative and as part of a team</li> <li>• Strong organisational skills, including ability to meet set deadlines and strong time management</li> <li>• Accuracy and attention to detail</li> <li>• Ability to ensure that customer requirements are satisfied</li> <li>• Ability to improve processes and procedures that lead to better ways of working.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to interpret complex financial data</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>• An interest and willingness to develop new skills</li> <li>• Ability to handle confidential material</li> <li>• A flexible approach to duties</li> </ul>	

This role may involve some travel to schools within the Trust (within Oxfordshire).