

JOB DESCRIPTION: PAYROLL DEPARTMENT

Position: **Payroll Officer**
Responsible to: **Trust Payroll Manager**

Job Summary: To support and on occasions deputise for the Payroll Manager to ensure efficient running of the payroll system across the Leigh Academies Trust

Main Objectives

- Ensure data entry is processed accurately throughout the month/year to meet agreed deadlines for key milestones such as monthly pay runs and year-end accounts. Including all starters, leavers, changes and relevant deductions for both the payroll and pensions schemes.
- Ensure accurate payments are made for all staff on a monthly basis.
- Act as first point of contact in payroll and dealing promptly with all employee issues/concerns to satisfactory resolution.
- Input and processing of relevant additional benefits schemes in place to cover childcare vouchers/Nursery, or other salary sacrifice schemes etc.
- Accurate input processing relevant statutory deductions, HMRC RTI notifications, including attachment of earnings, court orders. In line with payment deduction agreements
- Processing absence data on a monthly basis sickness absence, other absence, jury service, compassionate leave, maternity, patterning, in line with the relevant policy in place.
- Processing of additional and ad hoc payments e.g. ADAs, TLRs, to include accurate calculation input, individual communication to employees where necessary.
- Assist with the production of monthly reports to agreed deadlines (e.g. to inform and provide data to Finance, HMRC, Pension Reporting)
- Work closely with key contacts in Finance to ensure the efficient running of the payroll service which align to Finance processes and procedures.
- Contribute to the implementation of key changes identified from Payroll Audit outcomes and reviews
- Identify further improvements and changes to Payroll and Pensions processes to ensure delivery of a high quality, customer focused service and continued service improvement.
- Assist with management of LGPS and TPS pensions schemes as and when necessary.
- Maintain employee confidence and protects payroll operations by keeping information confidential.

Notes:

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Line Manager

PERSON SPECIFICATION: PAYROLL DEPARTMENT

Essential:

- Flexible and adaptable in approach to work with the ability to multi-task
- Meticulous and accurate
- Excellent attention to detail
- Good communicator and personable
- Highly organised with the ability to prioritise
- Quick learner
- Process driven
- Team player
- Able to deal successfully with a range of staff members at all levels
- Computer literate
- Numeracy literate
- Data Entry Skills
- Ability to adhere to confidentiality
- Reporting Skills

Desirable:

- Financial Software knowledge
- Knowledge of relevant tax and ni regulations
- Knowledge of iTrent system

Education/Qualification

- Good standard of formal education
- Above average literacy and numeracy
- AAT or Part II CIMA/CACA/CA (desirable but no essential)
- ACA/ACMA/ACCA qualification (desirable but not essential)

Previous experience

- Experience of working in a payroll department within an educational setting desirable