

Job Title:	Payroll Officer
Job Grade:	Band 8 (£32,061 - £34,434)
Reports To:	People Director
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of management, People Team, employees, external agencies and partners

Job Purpose

Responsible for the delivery of a professional, efficient and compliant payroll administration service across the Trust, ensuring accuracy, timeliness and adherence to statutory and organisational requirements.

Work closely with colleagues in the People team to identify and implement improvements in our service, and contribute to a range of projects including the implementation of a new HR/Payroll system.

Key Responsibilities and Accountabilities

You will be required to work collaboratively to meet the expected outcomes of this key role:

1.	Manage the full payroll cycle to ensure an efficient and effective end-to-end payroll service in relation to the lifecycle of an employee, including creation/checking of new employees, variations to contract, payments, deductions and terminations.
2.	Ensure full compliance with all statutory payments, deadlines and administrative submissions.
3.	Process all changes to payroll records as received from HR source data.
4.	Process time sheets, P45s, Attachment of Earnings and any other additional financial amendments to the payroll records.
5.	Process all payroll changes due to sickness and other leave.

6.	Administer and submit contributions for multiple pension providers.
7.	Main point of contact with the Trust's payroll software provider to investigate and resolve queries.
8.	Work with external stakeholders including HMRC and pension providers to ensure all payroll and pension requirements are met.
9.	Provision of reports as required to meet statutory and regulatory requirements, including gender pay gap.
10.	Provision of ad hoc reports and support to the People Team on pay and benefits.
11.	Work as part of the People Team to support the achievement of key activities and projects as set out in the People Strategy.
12	Undertake HR administration tasks to support the People Director and People Partners in the delivery of a high quality service to the Trust.
13.	Maintain and update standard operating procedures for payroll and identify opportunities to improve workflows.
14.	Work with colleagues including finance to ensure payroll system is aligned with finance/budget systems.
15	Maintain an up-to-date knowledge of People and Payroll policies and procedures to ensure appropriate advice is given to all employees and managers.
16.	Undertake continuous professional development including participating in performance reviews and attending training as/when required.

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
GCSE's at Grade C / Level 4 in Maths and English	E
CIPP qualified or significant experience in payroll	E
Knowledge / Experience	Essential or Desirable
Excellent technical payroll knowledge including up to date knowledge of payroll processes and regulations including taxation	E
Ability to advise managers and employees on payroll matters	E
Experience of administering payroll including completing statutory returns for various external agencies	E
Ability to interpret policies, procedures and situations in order to identify solutions / recommendations	E
Experience of dealing with matters confidentially and sensitively with a sound knowledge of GDPR	E
Working knowledge and experience of working within the education sector	D
Awareness of child protection / safeguarding issues	E
Experience of using various payroll and budgeting software	D
Experience of working on projects or activities to deliver service improvements	D
Experience of implementing HR / Payroll systems	D
Skills	Essential or Desirable
Proficient in Microsoft Office programmes including Excel	E
Experience of using HR and Payroll systems	E
Ability to communicate effectively with a wide range of stakeholders	E
Strong attention to detail and high levels of accuracy	E
Ability to work independently and identify solutions	E