|  |  |
| --- | --- |
|  | |
| **Payroll Officer**  **Central Trust** | |
|  | |
| **Job Description** | |
|  | |
| **Reporting to** | Head of HR |
| **Grade** | 5 |
|  | |
| **Job Purpose** | |
| To deliver a compliant and effective payroll service to academies and to be the expert on the Trust’s payroll and pensions operations. | |
|  | |
| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**   * Check all payroll documents and requests are complete and have the correct authorisation e.g. timesheets, contract variations; * Ensure all authorised payroll changes are actioned within published timeframes e.g. salary changes, absences, overtime; * Create new starters and process leavers; * Verify payroll data where required; * Collate pay details for the annual pay reviews; * Draft pay statements for pay reviews via payroll system; * Respond to pay queries in a timely manner; * Resolve payroll queries or escalate as necessary; * Maintain the payroll queries tracker; * Add and remove staff from pension and benefit schemes as appropriate; * Update relevant systems with payroll information e.g. pay scale changes; * Liaise with Finance team to ensure payroll reports/details are consistent and appropriate; * Maintain absence data for payroll purposes; * Provide informed advice to colleagues as and when required; * Remain up to date with relevant legislation, policies and guidelines; * Attend relevant training, fairs and exhibitions; * Promote The Trust’s brand through consistency and professionalism.   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
|  | |
| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
|  | | | |
| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
|  | | | |
| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

|  |  |  |
| --- | --- | --- |
|  | | |
| **Person Specification** | | |
|  | | |
| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. Experience with outsourced payroll within the previous 2 years. | * In-house payroll experience; * Experience of payroll for irregular workers e.g. TTO; * Payroll related qualification e.g. CIPP. |
| **Skills & Knowledge** | * Understanding of tax codes and statutory payments; * Ability to manage projects and tasks of varying demand simultaneously; * Excellent oral and written skills; * Ability to communicate at all levels; * Proficient IT skills, including MS applications, HRIS and payroll systems. | * Understanding of pensions; * Understanding of benefits and salary sacrifice. |
| **Personal Qualities** | * Professional and adaptable manner; * Highly organised with a keen eye for detail; * Flexible approach with willingness to travel to all sites. | * Ability to converse in a community language. |