

GLF Schools Job Description

Job Title	Payroll & Pensions Manager	Job Reference	
Grade	L1	Salary	£44,237 FTE
Location	Earlsfield Business Centre		
Core purpose			
<p>The Payroll & Pensions Manager oversees the Trust's payroll and pensions operations, working closely with central Payroll Coordinators and People Administrators in the wider team to ensure timely and accurate payroll processing in accordance with GLF policies and legislative requirements. As the key relationship holder, they will liaise with external payroll and pensions providers to keep all stakeholders informed of relevant updates and changes. By managing and developing the central payroll team, the postholder will ensure that a consistent, exemplary service is delivered to all employees. This role also supports the Head of Compensation and Benefits in delivering the overall Rewards strategy for the Trust.</p>			
Main Duties			
<ul style="list-style-type: none"> • Process payroll for a select number of schools within the Trust. • Serve as the primary contact for relevant external providers, in particular payroll (Neo) and pensions (LGPS & TPS). • Act as the main point of reference for LGPS and TPS pension knowledge and enquiries. • Address complex payroll and pension issues, and assist the wider payroll team with routine queries where required. • Line Management of the central Payroll Coordinators. • Train Payroll Coordinators and the wider team involved in payroll and pensions. • Brief the wider People team and employees on payroll and pensions updates and benefits. • Prepare and submit required reports, such as Gender Pay Gap reports, P11D, and Annual Returns. • Manage the central payroll inbox, responding to or redirecting queries as appropriate. • Liaise with the GLF Finance team to ensure accurate recording and monitoring of financial data. • Support People projects and contribute to the broader work of the People Team. • Adhere to GLF Safeguarding procedures and the requirements of GDPR. 			
Accountability			
<ul style="list-style-type: none"> • Accountable to Head of Compensation & Benefits and Chief People Coordinator. • GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities. 			
Safeguarding			
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion</p>			