

Job Description

Post:	Senior Payroll Advisor
Pay Scale:	Grade 8 (SCP 30-36)
Responsible to:	Head of Payroll
Main Location:	Head Office, Bury

Main Duties

- Working with the Head of Payroll to support the delivery of the Service Plan, ensuring capacity and resilience for key events.
- Plan and support the delivery of all payroll and pension requirements to ensure the efficient and effective running of the service.
- Require a high level of working knowledge of Payroll and Pension schemes. Keep fully up to date with Payroll and Pensions legislation, including attendance at courses, workshops and briefings.
- Responsible for processing the monthly payroll(s) for the Trust, producing and analysing reports to verify and ensure accuracy of data.
- Responsible for resolving employee pay queries, escalating issues to the Head of Payroll when necessary.
- Carry out meticulous checks to ensure Starters, Leavers and contractual amendments are calculating correctly
- Administer all pension related processes including notifying TPS and LGPS of starters, leavers and contractual changes, collating information for year end returns and auto enrolling all eligible employees on the appropriate pension scheme within the required timeframe.
- Submit pension returns within the required timeframe.
- Monitor the HMRC Gateway notices to upload Tax Code changes, Student and Post Grad loans etc., checking the effect the changes will have on pay.
- Check payroll run reports and make amendments as required. Report system errors to the Head of Payroll for escalation.
- Prepare and submit the FPS and EPS submissions to HMRC.
- Issue P45s for leavers.
- Support and advise School Business Managers with payroll data input into iTrent, as required.
- Run Weekly, Monthly and ad hoc reports to ensure the integrity of data in iTrent.
- Manage and monitor absence payments for both Occupational & Statutory entitlements such as SSP, SMP, SPP and ShPP.
- Submit BACS files on the bank prior to authorisation by the CFO.
- Distribute breakdown reports for voluntary contributions to third party organisations, such as Unions, Credit Union and Nursery Vouchers.
- Actively contribute to the on-boarding of the incoming schools to ensure a seamless transition for all employees.
- Actively support the streamlining of processes to improve capacity by examining working methods and changing of working practices where appropriate.
- Work with the Head of Payroll on the strengthening of controls within the service in partnership with the External Auditors.

- Provide a customer focused, professional service to all internal colleagues and log and respond to employee pay queries or general legislation queries, taking ownership for their resolution and escalating to the Head of Payroll where appropriate.
- Perform pre-written test scripts on HR/Payroll system updates based on the iTrent upgrade impact analysis notes.
- Work with the Head of Payroll to plan and deliver own workload to support the efficient and effective running of the service.
- Supports the wider Service as required and deputise for the Head of Payroll as and when required.
- Works collaboratively with others to deliver the best outcomes.

Professional standards and development

- Take responsibility for and participate in continuing professional development.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues within the Trust.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
CIPP qualified at level 3 or above or equivalent experience	E	A/I/C
GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	E	A/I/C
Knowledge & Experience		
Minimum of 2 years' experience of processing payroll.	E	A/I
Experience of working in payroll in the education sector	D	A/I
Experience of working with iTrent payroll software	D	A/I
Knowledge of HMRC regulations, including statutory payments, PAYE and RTI.	E	A/I
Knowledge of Teachers' Pension Scheme and Local Government Pension Scheme	D	A/I
Experience of BACS submission process.	D	A/I
Line Management experience	D	A/I
Knowledge / Experience of on-boarding schools employees onto Payroll (TUPE)	D	A/I

Technical Skills & Ability		
Excellent IT skills to include Microsoft Office packages	E	A/I
Excellent Literacy & Numeracy skills	E	A/I
Special working conditions		
The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	E	A/I
Personal characteristics		
Meticulous attention to detail and excellent accuracy skills.	E	A/I/R
Ability to work independently and use own initiative	E	A/I/R
Excellent organisational and time management skills to meet deadlines and business needs.	E	A/I/R
Experience of working to pressure and tight deadlines	E	A/I/R
Good written and verbal communication skills	E	A/I/R