



# Job Description

## TLT – Senior Payroll Officer

<b>Role:</b>	TLT Senior Payroll Officer
<b>Location:</b>	One of the trust schools
<b>Reports to:</b>	TLT HR Strategy Manager
<b>Hours:</b>	25 to 37 hours a week, 52 weeks a year (part year options available)
<b>Grade:</b>	I to J, points 22 to 31

### Job Context

Tove Learning Trust currently has fifteen schools, nine of which are secondary schools, four are primary and two are Alternative Provision (AP). Further growth is planned over the next 5 years. This role will be part of the central team with the primary purpose of ensuring all our staff get paid accurately and on time via our academy/school teams and external payroll provider. There are currently 1800+ employees including central staff, teachers, support staff and casuals. The payroll is divided into 16 different payrolls, one based at each school and one central team that share a central PAYE. The trust currently uses the I-Trent Management Information System (HRIS), to process, interpret and manage all payroll data. Updates on software.

### Key Duties:

- Support TLT to use all available resources to ensure compliance with statutory payroll legislation, advise on **payroll controls**, compliance and support the trust to minimise payroll associated risks.
- Manage the full **monthly payroll** process coordinating internal and external aspects at all stages of the process and supporting schools with technical queries and processes.
- Manage the technical end-to-end payroll process for employees, ensuring accuracy and timeliness of payments ensuring staff are appropriately trained. Use and maintain the HRIS to be up to date and fit for purpose including post upgrade actions on the software.
- Oversee all interactions with **pensions** to ensure all TLT employees have the correct contributions taken, recorded and made accessible as required.

### Job Description

#### Payroll Controls / Governance

1. Use detailed knowledge of the School Teachers Pay and Conditions Document, Burgundy book and support staff Green Book terms and conditions to advise the trust on payroll decisions and transactions.
2. Stay updated with changes in UK payroll legislation, tax rates, and statutory compliance and communicate updates to relevant stakeholders ensuring adherence to all relevant regulations.



3. Provide relevant information and reports for all statutory and external pay related reports including but not limited to ONS returns, external audit, internal scrutiny, gender pay gap data reports etc.
4. Work with trust colleagues to provide internal reports for KPI's and to provide management information on staffing data, payroll and contracts including salary benchmarking.
5. With other central colleagues, conduct the internal payroll reviews with schools to check for understanding, compliance and technical ability to process payroll correctly. Feedback findings to the Exec team as required.

### **Monthly / Annual Payroll Process**

6. Be able to use the HRIS to calculate and process monthly and annual statutory deductions, including income tax, national insurance contributions, and pension contributions.
7. Prepare and ensure efficient distribution of employee payslips, P45s, statutory payroll documents. Manage online processes for this as required.
8. Liaise and coordinate with HMRC and other third parties for changes in employee / school level / trust level information.
9. Support the schools with monthly payroll processing to get all information in the format required for the external provider. Provide high level checks on first and final payroll reports in line with internal payroll controls.
10. Provide explanation on month by month variations to net pay and ensure schools process the information accurately and on a timely basis.
11. Oversee and manage the monthly payroll sign off and provide backup for schools unable to authorise including during holiday periods.
12. Provide monthly payroll journals and post if required for individual schools.
13. Provide maternity schedules for all pregnant employees and calculate any variations due to changes in circumstance or entitlements.
14. Coordinate year-end payroll processes, including the production of annual P60s and P11D forms.
15. Provide adhoc reports from the MRIS from the payroll information to provide management information to Trustees and central team as required including headcounts.
16. Ensure all pay increments in the trust HRIS system follow trust policy and are updated following the relevant internal process.

### **Internal processes & Training**

17. Collaborate with academy HR and finance teams to ensure accurate employee data management and seamless payroll integration.



18. Provide guidance and support to other academy staff, resolving complex payroll-related issues and queries.
19. Support with the onboarding of new schools taking ownership of the payroll integration and transfer, archiving and retention of records and training of new staff on our payroll system.
20. Have regular meetings with MHR to ensure all updates are effectively applied and all follow up actions are in place.
21. Forward plan for major updates and changes and stage the school operations to support this.

#### **Pensions Administration**

22. Oversee the administration of employee pension schemes, including auto-enrolment, contributions, and liaison with Teachers Pensions and Local Government Pension Schemes.
23. Conduct payroll audits to ensure data accuracy and compliance with internal policies and external regulations.
24. Review and validate payroll inputs, including salaries, benefits, allowances, and deductions including maternity variations to pension entitlements and other family benefit impacts.
25. Link with pension services within the external payroll provider to ensure the trust's obligations and statutory compliance is fully met. Problem shoot as required.
26. Ensure annual processes linked to EOYC, FRS102 reporting, TUPE transfers etc are fully managed on behalf of the trust.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**