

Job Description

Post Title:	Payroll Officer
Post Grading:	Grade 6, pt 15 - 18, £31,067 - £33,366
Hours:	37 hours a week, 52 weeks a year
Responsible to:	Trust Finance Manager

Overall purpose of this post:

To provide a high quality, professional payroll service to the Trust and its Academies, working alongside the Trust's third party payroll provider

Major Objectives:

These will include, as appropriate, those that reflect the Trust's key value: "Winning Hearts, Inspiring Minds" through Collaboration, Inspiration, Diversity and Community.

1. To provide the effective and efficient delivery of payroll and pension services within the Trust, complying with relevant procedures, policies, and systems.
2. To maintain a comprehensive knowledge of payroll and pension matters relevant to the Trust.
3. To accurately process payroll data and ensure the safe keeping of all relevant payroll records, retaining evidence as required and for external auditors.
4. To provide payroll and pension support to the Academies and Trust Executive Team.
5. To actively resolve queries and advise staff on all aspects of contractual and statutory payments.
6. To ensure accuracy and confidentiality in dealing with requests and maintaining records, ensuring compliance with GDPR.
7. To support the Trust in achieving positive and effective lines of communication with all stakeholders, supplier groups and external agencies.
8. To promote the Trust to, and raise its profile within, the local community.
9. To embrace the Trust's core values and ensure that collaborative working underpins everything we strive to achieve.

Summary of job tasks:

1. To process monthly payroll transactions including contractual changes, new starters, leavers, claims, absences and statutory payments accurately, on time and in line with contracts of employment.
2. To input and calculate payroll data using the Trust's and third party computerised systems.
3. To liaise with the Trust third party payroll provider to ensure that payroll and pensions transactions are accurate and dealt with in a timely manner.
4. To liaise with third party payroll provider to provide maternity pay forecasts.
5. To provide finance with payroll analysis and support with the preparation of journal entries and control account reconciliations.
6. To work with Trust Finance Business Partners to ensure that accurate payroll forecasting is maintained.
7. To coordinate salary sacrifice schemes and ensure that administrative requirements are fulfilled in a timely manner.
8. To ensure that P11D requirements are monitored and adhered too.
9. Liaise with HMRC, pension bodies and other external agencies.
10. To provide an effective pension administration, ensuring member records are accurate and compliance with scheme rules and audit requirements.
11. To complete and submit PEN3 and TR28 forms in accordance with Teachers' Pensions requirements.
12. To process and administer Attachment of Earnings Orders (AEOs), ensuring compliance with statutory obligations and accurate deductions from payroll.
13. To coordinate auto enrolment, accurately and in a timely manner.
14. To manage the Trust Payroll email account, responding to payroll and pension queries.
15. To support with payroll and pension related audits and liaising with HR and Finance.
16. To review and improve payroll and pension processes and procedures.
17. To keep up to date with the requirements of the Teachers Pension Scheme and Local Government Pension Scheme.
18. Identify where changes in law and regulation relate to current practise and proactively raise recommendation for changes where applicable.

19. To contribute to the effective working of the Trust central function by engaging in meetings and suggesting improved ways of working.
20. To assist with the payroll administration of the joining/conversion process for new schools into the Trust.

General

1. To work in a professional, discrete and confidential manner at all times.
2. To achieve positive and effective lines of communication with all staff, stakeholders and external agencies.
3. To maintain competence in role by attending training as required and keeping up to date with the relevant policies, procedures, forms, etc used across the Trust.
4. To provide support to colleagues and other new staff on the use of systems and application of processes and policies relevant to the role.
5. To develop constructive relationships and communicate with other colleagues, agencies and professionals.
6. To perform other ad hoc duties and assignments as may be determined by the Trust Finance Manager and Trust Executive Team.
7. To report all concerns to an appropriate person.

Person Specification – Payroll Officer

Ref	Criteria	E/D	App	Ref	Int
1. Qualifications and Training					
1a	A level of numeracy and literacy sufficient to carry out the duties of the post (min Grade C/Level 5 GCSE Maths & English).	E	✓		
1b	Professional payroll qualification or 2 years related experience.	E	✓		
1c	Experience of payroll in an education setting.	D	✓		
2. Professional Experience and Knowledge					
2a	Experience of processing payroll transactions including using a computerised payroll system.	E	✓		✓
2b	Experience of administering payroll systems and processes.	E	✓	✓	✓
2c	Experience of working in a similar role in an education setting.	D	✓		✓
2d	Knowledge and experience of statutory requirements, procedures and regulatory requirements relating to payroll and pensions e.g. AEOs, PEN3, TR28.	E	✓		✓
2e	High level of numeracy skills with an attention to detail.	E	✓		✓
2f	High level of IT competence including proficient use of Microsoft 365 and confidence in using a range of new IT solutions.	E	✓		✓
2g	High level of literacy and ability to write formal communications.	E	✓	✓	✓
2h	Experience of operating within effective internal controls.	E	✓		✓
3. Equal Opportunity					
3a	Able to recognise discrimination in its many forms and willing to put equality policies into practice with knowledge of the Equality Act 2010 (Amendment) Regulations 2023.	E	✓		✓
4. Other Skills					
4a	Able to adapt to new legislation, policies and procedures.	E	✓		✓
4b	Able to use own initiative, demonstrating a willingness to embrace change.	E	✓	✓	✓
4c	Able to prioritise and meet deadlines with changing demands.	E	✓		✓
4d	Able to work with spreadsheets and data.	E	✓		✓
4e	Able to produce clear and concise documentation.	E	✓		✓
4f	Able to work collaboratively as part of a local team and the wider Trust.	E	✓	✓	✓
4g	Willingness to share knowledge and skills and support, manage relationships and motivate others.	E	✓		✓
4h	Resolves issues with service providers external agencies, and stakeholders, in line with the responsibilities of the role.	D	✓		✓

5. Personal Qualities					
5a	Have the ability to support staff with payroll and pension matters whilst sensitively applying policy and procedures.	E	✓		✓
5b	Be driven to deliver support through exceptional customer service.	E	✓		✓
5c	Highly motivated with positive approach towards work.	E	✓	✓	✓
5d	A solution focussed individual.	E	✓		✓
5e	High level oral and written communication skills with a strong attention to detail.	E	✓	✓	✓
5f	High standards of professionalism, confidentiality & discretion.	E	✓		✓
5g	Calm and focussed under pressure.	E	✓		✓
5h	Reliable, punctual, and flexible when required.	E	✓	✓	✓
6. Other Considerations					
6a	Willing & able to take annual leave during school holiday periods.	E	✓		✓

E – Essential, **D** – Desirable

App – Application Form, **Ref** - Reference, **Int** - Interview