

DEPARTMENT: OPERATIONS
DESIGNATION: TRUST PAYROLL OFFICER
RESPONSIBLE TO: TRUST EXECUTIVE BUSINESS MANAGER/ SENIOR PAYROLL OFFICER
POST GRADE: LEVEL 6

NAME:

Main Purpose of the Post

To assist the Trust Executive Business Manager/ Senior Payroll Officer with payroll and pensions procedures and systems ensuring that confidentiality is maintained at all times.
 To assist in the accurate production of monthly payrolls for all academies within the Trust.
 To assist with all employee and ex-employee payroll queries.
 To act in line with the Academy's financial procedures manual.

Core Responsibilities, Tasks and Duties

I. Payroll/Pensions

- Create and maintain all payroll records.
- Ensure accuracy and integrity of data.
- Provide benchmark salary information as required.
- Ensure monthly payroll changes are prepared accurately and comprehensively within agreed timescales.
- Carry out the monthly checks/ reconciliation of all Trust payrolls and ensure that any contract changes including starters, leavers and variations have been applied.
- Maintain staff electronic and paper records.
- Maintain filing system for payroll and related records in line with audit requirements.
- Assist with any audit requirements/reports related to payroll.
- Assist with the planning and preparation of staff budgets.
- Input new appointments, leavers, contractual hours changes and additional hours on to MyView Payroll system. Ensure information input is accurate and meets deadlines.
- Assist in recruitment, absence and contractual pay matters.
- Prepare, issue and distribute annual pay statements.
- Assist with the administration of all claims for extra payments and deductions, liaising where required with Trust sites, ensuring all are authorised.
- To calculate pay variations, back pay, holiday pay & unpaid leave.
- To ensure that all claims for salary, overtime & expenses are arithmetically correct and authorised by approved personnel.

- Act as a point of contact for general HR, pension and payroll queries, including references.

II. Absence Management

- Maintain the HR database for all staff absences relating to illness, holidays, leave (Paid & unpaid) and professional development including updating SIMS/ Sam People and MyView.
- Ensure that all unpaid leave and sickness pay is correctly recorded on SIMS/ Sam People and MyView.

III. HR

- Maintain staff records on SIMS, Sam People and paper files.
- Ensure SIMS Personnel and Sam People is updated in a timely and accurate fashion.
- Continually monitor employment terms and conditions, end of fixed term contracts and other contractual changes.
- Issue contracts of employment.
- Complete references.
- Complete workforce census for all academies within the Trust.
- Update staff structures.

IV. Training and Development

- Ensure Training and Development records are maintained for all staff.
- Book training events.

V. Other

- Liaise with relevant agencies and other outside bodies.
- Complete first aid training.
- Any other duties to assist in the smooth running of the Payroll/Pension function as requested by the Trust Executive Business Manager.
- To respond to external requests for salary information re individual employees. E.g., bank/ mortgage references.
- The post holder will be required to work during the Trust closure periods and may occasionally take holidays during term time.

VI. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.

Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed _____ Dated _____

Print name _____

PERSON SPECIFICATION

APPOINTMENT OF: TRUST PAYROLL OFFICER

DEPARTMENT: OPERATIONS

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
<p>QUALIFICATIONS/TRAINING:</p> <p>It is essential that the post holder has:</p> <ul style="list-style-type: none"> • A good standard of education (GCSEs or equivalent) to include Mathematics and English. • Payroll experience. • 'MyView' experience <p>It is desirable that the post holder has:</p> <ul style="list-style-type: none"> • Previous experience of working in a school/ academy. • Evidence of continued professional development. 	A & C
<p>EXPERIENCE/KNOWLEDGE:</p> <p>It is essential that the post holder has:</p> <ul style="list-style-type: none"> • Good payroll/pensions knowledge and experience. • An understanding of HMRC requirements in relation to payroll. • Knowledge of teacher and local government pension schemes. • Good understanding of teacher and local government pay and conditions. <p>It is desirable that the post holder has:</p> <ul style="list-style-type: none"> • Experience of SIMS system. • Experience of Sam People/HR system. 	A & C
<p>SKILLS AND ABILITIES:</p> <p>It is essential that the post holder is/has:</p> <ul style="list-style-type: none"> • Good communication skills, both oral and written. • Maintains confidentiality. • Good analytical skills. • Ability to work to deadlines and within defined standards. • Ability to undertake routine calculations. • Ability to compose and produce standard letters and reports. • Able to work on own initiative and without supervision. 	A & C

<ul style="list-style-type: none"> • Ability to work accurately with good attention to detail. 	
<p>ADDITIONAL FACTORS: It is essential that the post holder is/has:</p> <ul style="list-style-type: none"> • Ability to work flexibly to meet the demands of the post. • An ability to fulfil all spoken aspects of the role with confidence through the medium of English. • A willingness to undertake appropriate training. • A willingness to undertake first aid training. • Awareness and sensitivity with regard to equal opportunities and race equality. 	<p>C</p>