



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title

Payroll Officer

Reports to

Finance Director

Contract

Permanent, Full-time: 37.5 hours per week, Monday to Friday 8.30am to 5pm.

Salary

£28,000 - £30,000 per annum, dependent on experience

Purpose of Role

Reporting directly to the Finance Director and working closely with the Finance Manager and HR Manager, this role has overall responsibility for managing and administering the payroll and pension systems for 650 staff, covering all aspects of the operation across the whole school.

Key Duties and Responsibilities

- Collate and accurately input monthly payroll information e.g. expenses, overtime, deductions, SSP, OSP, SPP, SMP, student loans etc. onto the payroll system
- Ensure that all payroll changes are processed and authorised in accordance with the Financial Regulations
- Reconcile the monthly payroll and submit the BACS
- Maintain computerised and manual records for all absences e.g. holidays, sickness, unpaid leave etc. and administer payments in line with the appropriate policies
- Organise payments for Inland Revenue and Pension schemes ensuring that deadlines are met
- Complete all returns and end of year tax documentation
- Post all nominal journals and postings
- Administer Pension schemes for and on behalf of the School – TPS, Royal London and Pensions Trust
- Carry out monthly auto enrolment assessment of support staff not in a pension scheme
- Liaise with the HR team regarding new starters, contract variations, leavers etc.
- Be the first point of contact for all staff with queries regarding payroll, tax and pension matters
- Ensure all systems are kept up to date
- Prepare statistical and management information as required, and statutory returns
- Undertake projects with a view to developing and existing systems

- Provide cover and assist other members of the Finance Team in all aspects of the Team’s activities, as required
- Any other duties as required, and commensurate with the role.

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualifications equivalent to NVQ L3 • AAT Level 3 or CIPP 	<ul style="list-style-type: none"> • Educated to degree level
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrable experience of managing start to end payroll processes, including BACS and reporting • Experience of managing a large payroll • Experience of working in a busy finance department with numerous stakeholders 	<ul style="list-style-type: none"> • Experience of payroll systems project work • Experience of working in an educational establishment
SKILLS	<ul style="list-style-type: none"> • A team player and the ability to work with a large number of colleagues in a complex organisation, whilst being supportive of others • IT literate, with good working knowledge of MS Excel • Good working knowledge of payroll systems and software • Good working knowledge of Workplace pensions law • Numeracy literate • Keen attention to detail with the ability to understand the bigger picture • Ability to prioritise workload and comply with tight deadlines • Excellent organisational and time management skills • Excellent communication skills 	<ul style="list-style-type: none"> • Knowledge of EARNIE (Iris) or WCBS (Pass) would be an advantage • Knowledge of Teacher’s Pension Scheme
ATTITUDES & APPROACH	<ul style="list-style-type: none"> • Professional manner • Approachable • Team player • Resilient • Positive “Can do” attitude • Assertive • Ability to explain payroll information to people in layman terms • Confidentiality 	