

## Job Description

**Post Title:** Payroll Officer

**Contract:** Permanent, All Year Round

**Line Manager:** Chief Finance Officer

**Pay Range/Grade:** Band 8/S01, SCP 17-25

**Location:** Hybrid role including working from home, Exceed Academies Trust Head Office (Horton Park Primary School) and occasional travel to undertake duties at any of the schools/academies

**Hours of work:** 37 per week

### Purpose of the Role:

To be the main point of contact with the Trust's payroll provider and to work alongside the central HR and finance teams to provide a high standard payroll service. To provide advice and guidance to internal stakeholders and external agencies, on all aspects of the payroll function.

### Supervision and Guidance:

- To work under the instruction and guidance of Chief Finance Officer and other senior members of staff.

### Decision Making:

To make decisions using initiative within established working practices and procedures. The post holder will be expected to use good common sense and initiative in all matters.

### Key Responsibilities:

- Provide generalist advice on payroll issues and responding to queries from internal and external stakeholders
- Liaising with the Trust's payroll provider, uploading monthly payroll spreadsheets prepared by each school and all supporting documents ensuring the accurate inclusion of all overtime/benefit entitlements/deductions/maternity pay or similar
- Uploading information pertaining to staff sickness absences, directly to the external payroll provider payroll system
- Completing relevant forms for staff, to assist with pay i.e. SSP1 and SMP1 forms, where applicable

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Dawnay Road, Bradford BD5 9LQ

info@exceedacademiestrust.co.uk

01274 086 490

www.exceedacademiestrust.co.uk

- Liaise with nominated staff within the Trust academies to ensure the accurate and timely submission of all payroll data, including new starters, leavers, variations, expenses, salary changes etc.
- To input data correctly, to ensure all employee data is correct and effectively maintained
- Manage the salary sacrifice (Childcare Vouchers) and Credit Union schemes on a monthly basis
- Undertake detailed monthly quality assurance checks, analysing variance reports and employee payslips, checking calculations where required
- Ensuring the calculations of all salary deductions are made accurately and in line with national terms and conditions for teachers (Burgundy Book) and support staff (Green Book)
- Complete monthly payroll reconciliations between actuals and budgets
- Updating the Trust's budget software (IMP) for changes in staffing salary information each month.
- Calculating and administering all staff pay increases in line with incremental and performance related rises, as well as National Government salary reviews
- Management of monthly payroll data submissions, including Office of National Statistics (ONS) and absence data when required
- To deliver a customer focused service to the academies and support the Office Managers so they become conversant with the Trust payroll process and external provider payroll software
- Maintain accurate payroll records in accordance with statutory requirements
- To be the main point of contact for staff with queries on their pay and providing professional and timely resolutions to those affected, referring more complex cases to the Chief HR Officer or Chief Finance Officer
- Managing the Payroll@ inbox and responding to all queries and actions as appropriate
- Deliver proactive training and development for staff in regards to understanding of payslips, payments and deductions
- Prepare annual Teacher Salary Statements for all relevant staff, within the statutory timescales and ensuring accuracy
- Responding to staff queries in relation to accessing their payroll data, including setting up ePayslip accounts on behalf of staff and supporting to staff to access their data
- Issuing P45s to leavers
- Organise and maintain effective filing
- Undertake project work, as required
- Research and prepare reports, as required

#### **Working in Partnerships with external agencies:**

- Liaise with the external payroll provider in relation to maternity pay for staff, requesting pay schedules and confirming staff entitlements
- Respond to queries from the external payroll provider in relation to pension queries and any other aspects of pension related information
- Notifying the external payroll provider in relation to staff retiring and instructing them to administer the relevant pension scheme form(s)
- To develop and maintain close working relationships with external and internal stakeholders

### **Maintaining Professional Competencies:**

- Ensure high level of professional competences by attending regular training, undertaking further qualifications and self-study.
- To keep abreast of relevant legislation and best practice through continuous personal and professional development.
- Ensure adherence to diversity, equal opportunities and anti-discriminatory practices
- Demonstrate a commitment to ensuring that children and young people learn in safe environment
- Any other duties commensurate with the grade and post

### **Intermediate Threshold Fluency Duty Required:**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



## Person Specification

Area of specification	Essential/ Desirable	Method of Assessment
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• GCSE Maths and English at grade A*-C (or equivalent) or Level 2 Literacy and Numeracy is essential</li> <li>• Qualified to degree level (or equivalent) is desirable</li> <li>• CIPP Payroll Technician at Level 3 (or equivalent) qualification or working towards</li> </ul>	<p>E D D</p>	<p>Application</p>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Significant experience (1-3 years) within a payroll administration role</li> <li>• Knowledge of HMRC regulations including statutory payments, PAYE and RTI</li> <li>• Experience of payroll within an education environment</li> <li>• Experience of administering pension schemes including Teachers' Pensions and West Yorkshire Pension Fund</li> <li>• Experience of handling competing demands and meeting targets</li> </ul>	<p>E D D D E</p>	<p>Application and interview</p>
<p><b>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</b></p> <ul style="list-style-type: none"> <li>• Payroll systems knowledge</li> <li>• Able to use all MS Office programs particularly TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.</li> <li>• Meticulous attention to detail and excellent accuracy skills</li> <li>• Able to collate and present data effectively</li> <li>• Outstanding interpersonal skills including listening and communication</li> <li>• Excellent organisational skills and ability to manage conflicting deadlines</li> <li>• Reliable and trustworthy, able to maintain strict confidentiality at all times</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Knowledge of national and local conditions of service as well as employment law and case law</li> </ul>	<p>E E  E E E  E  E  D</p>	<p>Application and interview</p>
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• A committed, enthusiastic and flexible approach to working</li> <li>• Passionate about continuous improvement and change</li> <li>• Willingness to contribute new innovative ideas</li> <li>• Proactive and approachable</li> <li>• Demonstrate good interpersonal skills</li> </ul>	<p>E E E E E</p>	<p>Application and interview</p>

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

**Signature of post holder** \_\_\_\_\_ **Date** / /

**Signature of Chief Executive Officer** \_\_\_\_\_ **Date** / /

