

JOB DESCRIPTION

Payroll Manager

Job Title: Payroll Manager

Grade: Level 9

Hours: 37 hours per week

Responsible to: Deputy Chief Operating Officer

Purpose of the Job

Responsibility for the preparation and processing of payroll for all employees across the Trust, including the preparation and submission of all monthly and end of year statutory returns to HMRC and pension schemes. Ensuring compliance with current PAYE, NI and other payroll related legislation adhering to relevant deadlines.

Payroll

- Accurately processing monthly payroll to deadline liaising with Headteachers, School Office Team Leaders and HR to obtain relevant information.
- Processing all payroll information including overtime, contract changes, sickness, maternity, deductions and unpaid absence through the Trust Payroll system, checking for accuracy and correct authorisation.
- Responsibility for completion of monthly and annual documentation for HMRC, LGPS, Teachers Pensions, Childcare vouchers and Unions.
- Updating payroll system for starters, leavers, changes in contracts in liaison with Central HR Team, including the outcome of the Annual payroll reviews.
- Manual calculations of pay adjustments, including calculation of outstanding holiday pay due or to be collected for leavers.
- Updating payroll system with current rates including Pay Scales, allowance values, Pension deduction rates ee's and er;s , NI rates ee's and er's and tax thresholds
- Processing of all payroll-related BACS payments
- Processing maternity, paternity and shared parental pay calculations in conjunction with SECAT policies. Managing all maternity administration to ensure compliance.
- Communication with staff as they join the school, when resolving payroll and pension queries, and issuing periodic personalised letters e.g. annual pay review.
- Working closely with the Central HR Team to ensure complete and accurate data.
- Communicating with the Trust's Central ICT team and the helpdesk of payroll software provider where required.
- Processing payroll journals, departmental recharges etc. to the nominal ledger in liaison with Central Finance Team.

- Ensuring processes, systems and communications reflect the changes as a result of legislation, benefits offered etc.
- Working closely with the Central Finance team to reconcile the payroll control accounts on a monthly basis and resolving any reconciliation queries.
- Management of epayslips with Trust payroll system

Pensions

- Maintenance of payroll information such as pension scheme membership in the payroll system and issuing relevant letters for both Teachers' Pension and Local Government Pension Schemes.
- Enrolling staff into the relevant pension schemes.
- Completion of monthly pension administration duties, ensuring timely submission of all pension documentation, including starter and leaver forms.
- Complying with automatic enrolment legislation and communicating changes with staff.
- Updating the payroll system for changes to pension provision including Teachers' Pension Scheme and liaising with the Trust software provider.
- Managing the annual pension submissions and reconciliations and assisting external auditors with any queries.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Date: **Signed:** (Post holder)

Date: **Signed:**..... (Line Manager)

**Payroll Manager
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs including English and Maths • High level of literacy and numeracy • High level of IT skills including Microsoft Office and Excel • Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> • CIPP Degree Qualification in payroll and/or pensions management or equivalent
Experience	<ul style="list-style-type: none"> • Significant experience of managing payroll and pension provision within an organisation • Demonstrable knowledge of current legislation with regards to pay conditions • Thorough understanding of HMRC requirements • Up to date pensions knowledge including auto-enrolment 	<ul style="list-style-type: none"> • Experience of working within an educational context • Can evidence strong communication skills in a professional context
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to prioritise work effectively • Excellent organisational, time management and planning skills, with high level of attention to detail • Ability to critically evaluate information • Ability to work flexibly to meet deadlines and respond to unplanned situations • Able to maintain effective relationships with third parties including HMRC, LGPS and TPS • Ability to respond positively to and actively support Senior Management within the Trust • Able to lead, develop and motivate a team of staff, delegating duties as required • Ability to work independently and as part of a team 	<ul style="list-style-type: none"> • Experience of working with School MIS, specifically BROMCOM
Personal Qualities	<ul style="list-style-type: none"> • Full understanding and respect for employee confidentiality and data protection including appropriate handling of sensitive information • Able to contribute new ideas and ways of working • Proactive approach to work, being responsive, empathetic and supportive to all within the school 	

	<ul style="list-style-type: none">• Able to establish effective relationships with those working in and with the school• Understand the importance of physical and emotional wellbeing of staff• Sense of humour	
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