

Job Description and Person Specification

Payroll officer Salary Band 5, Point 6-9	
Purpose	<p>The Payroll Officer is responsible for supporting the provision of an excellent payroll service, including the preparation and submission of all monthly and end of year statutory returns to HMRC and pension schemes, to all academies within the Trust.</p> <p>They are responsible for ensuring compliance with payroll and pension legislation and should be used to refreshing their knowledge and be proactive in ensuring processes, systems and communications are updated accordingly. They will work closely with the KGA Hampshire Central HR and Finance Teams.</p>
Reporting to	Head of Department
Hours	37 hours per week / 52 weeks per year Monday – Thursday 8 – 4 pm, Friday 8 – 3.30 pm inclusive of 30 minute unpaid break

Specific Areas of Responsibility
<p>Payroll Processing</p> <ul style="list-style-type: none"> • Monthly payroll processing to agreed deadlines liaising with senior leadership, HR and other stakeholders to ensure the accuracy and integrity of payroll. • Supporting other payroll colleagues, ensuring that all payroll information including overtime, contract changes, sickness, maternity, deductions and unpaid absence are processed accurately through the payroll system, checking for accuracy and the 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. • Ensure correct calculation of occupational and statutory parental leave and pay, as well as occupational and statutory sick leave and pay, ensuring compliance with relevant regulations. • 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, carrying out employment status checks and provide guidance to engagers to ensure consistent approach in defining engagements. • Processing monthly 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. • Assist with year-end processes, including annual pension returns. <p>Pension Administration</p>

- Ensure compliance with all pension scheme rules and Pension Regulator guidance to maintain pension records.
- Contribute to all aspects of pension administration including the completion and submission of all pension returns and running or Automatic Enrolment processes.
- 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.
- Ensure that the team are providing employees with pension scheme information.
- Managing the annual pension submissions and reconciliations and assisting internal and external auditors with any queries.

Data Integrity

- Keep abreast of changes in payroll legislation and pension schemes.
- Conduct data cleansing and auditing to ensure the integrity of the payroll database and develop improvements to the system and procedures.

Customer Service

- Work collaboratively with all teams across the Trust.
- Monitor and ensure prompt reply to emails.
- Take independent decisions on how to respond to and resolve queries.
- Participate in projects or new developments as and when necessary.
- Identify any inefficiencies or opportunities for improvement and play a key role in implementing any resultant changes.
- Any other duties as may be required by the Head of Department.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

Health, safety and discipline

- Assist with Health & Safety requirements for the department
- Promote the safety and wellbeing of pupils

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation



Person specification – Payroll Officer

Education	
Grade C GCSE or equivalent in English and Mathematics	<i>E</i>
CIPP or other professional payroll qualification	<i>D</i>
Knowledge and Experience	
At least 2 years' experience of working in a payroll environment	<i>E</i>
Experience of working in education payroll	<i>D</i>
Experience of computerised payroll systems	<i>E</i>
Pension regulations including auto enrolment	<i>E</i>
Word, Excel, Gmail and Google apps	<i>E</i>
PAYE & National Insurance	<i>E</i>
Statutory legislation including parental pay and SSP	<i>E</i>
Teachers' Pension and Local Government Pension Scheme	<i>D</i>
GDPR	<i>E</i>
Skill and Abilities	
Ability to work under pressure and meet deadlines	<i>E</i>
Excellent numeracy skills	<i>E</i>
Strong written and verbal communication skills	<i>E</i>
Excellent organisational skills and an ability to prioritise workload	<i>E</i>
High level of attention to detail and accuracy	<i>E</i>
Flexible in approach to tasks	<i>E</i>
Characteristics	
Reliable	<i>E</i>
Team Player	<i>E</i>

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.