

## Job Description

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| <b>Post title:</b>                   | Payroll Officer   |
| <b>Contract</b>                      | Permanent, All Year Round   |
| <b>Pay range:</b>                    | Band 8, scale point 17 -22  |
| <b>Line manager:</b>                 | Chief Finance Officer   |
| <b>Supervisory responsibilities:</b> | N/A   |
| <b>Location:</b>                     | Exceed Academies Trust Head Office (Horton Park Primary School) with occasional travel to undertake duties at any of the schools/academies and some hybrid work |
| <b>Hours of Work:</b>                | 37 hours per week   |

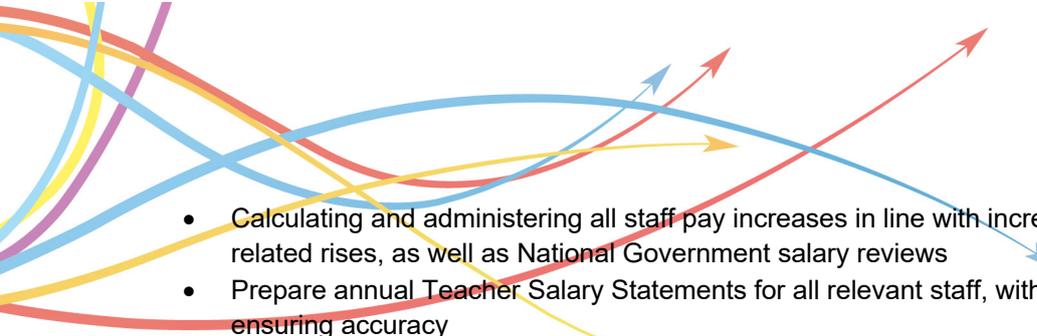
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**Purpose of the Role:** to work alongside the central HR and finance teams to provide a high standard payroll service and provide advice and guidance to internal stakeholders and external agencies, on all aspects of the payroll function.

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### **Key responsibilities:**

- Provide generalist advice on payroll issues and responding to queries from internal and external stakeholders
- 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.
- Liaising with the Trust's payroll provider, uploading monthly payroll spreadsheets and all supporting documents ensuring the accurate inclusion of all benefit entitlements/deductions
- Ensuring the calculation of all salary deductions are made accurately and in line with national terms and conditions for teachers (Burgundy Book) and support staff (Green Book)
- Manage the salary sacrifice (Childcare Vouchers) and Credit Union schemes on a monthly basis
- Uploading information pertaining to staff sickness absences, directly to the external payroll provider payroll system
- Liaise with the external payroll provider in relation to maternity pay for staff, requesting pay schedules and confirming staff entitlements
- Completing relevant forms for staff, to assist with pay i.e. SSP1 and SMP1 forms, where applicable
- 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)
- Work with the finance team during the monthly quality assurance process, analysing variance reports and employee payslips
- Complete monthly payroll reconciliations between actuals and budgets
- Updated the trust's budget software for changes in staffing salary information each month.

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- Calculating and administering all staff pay increases in line with incremental and performance related rises, as well as National Government salary reviews
  - Prepare annual Teacher Salary Statements for all relevant staff, within the statutory timescales and ensuring accuracy
  - Maintain accurate payroll records in accordance with statutory requirements
  - To input data correctly, to ensure all employee data is correct and effectively maintained
  - Management of monthly payroll data submissions, including Office of National Statistics (ONS) and absence data when required
  - General payroll administration on behalf of the Trust schools
  - Managing the Payroll@ inbox and responding to all queries and actions as appropriate
  - 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
  - Assisting all Trust staff with all payroll related queries, referring more complex cases to the Chief HR Officer or Chief Finance Officer
  - To develop and maintain close working relationships with external and internal stakeholders
  - 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
  - Utilise a variety of software packages in everyday working
  - Organise and maintain effective filing systems both paper (where required) and electronic
  - Undertake project work, as required
  - Research and prepare reports, as required

### **General**

- 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

## Person Specification

| Area of specification  | Essential/<br>Desirable  | Method of<br>Assessment        |
|--|--|--------------------------------|
| <b>QUALIFICATIONS</b> <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>  | Essential<br><br>Desirable<br>Desirable  | Application form               |
| <b>EXPERIENCE</b> <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 handling competing demands and meeting targets</li> </ul>   | Essential<br>Essential<br><br>Desirable<br>Essential   | Application form and interview |
| <b>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</b> <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> | Essential<br>Essential<br><br>Essential<br>Essential<br>Essential<br><br>Essential<br><br>Essential<br><br>Desirable | Application form and interview |
| <b>PERSONAL QUALITIES</b> <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>  | Essential<br>Essential<br>Essential<br>Essential<br>Essential  | Application form and interview |

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 / /

