

Payroll Officer

Job Description

Post title	Payroll Officer	
Reports to	Payroll Manager	
Location of the post	Core Central Team	Grade 5

Main Purpose of the Post

1. To support with the production of accurate and timely payroll and other payroll duties.
2. Manage the processing of the LGPS returns
3. Manage and take responsibility for overtime processing.

Main Duties and Responsibilities

1. Support the Payroll Manager to accurately issue pay to employees by calculating earnings and deductions in accordance with established practices and guidelines.
2. To work within the framework of statutory and the school's accounting and HR procedures. To always apply the highest standards of accountability, ethics and confidentiality to all work practices.
3. Responsibility for managing queries on the LGPS portal.

Responsibility

- Under the guidance of the Payroll Manager accurately input all payroll information to the payroll system ensuring that salaries are successfully processed within strict deadlines.
- Calculate, post and reconcile payroll deductions, reviewing and verifying source documents.
- Calculate and post overtime provided by the schools.
- Responsibility to complete and upload monthly data collection for LGPS pensions.
- Assist with the Teachers pension monthly data collections.
- Check and answer monthly data collection queries on the LGPS portal.
- Assist with updating comprehensive payroll records, processing all new employee transfers and change of hours for all non-teaching, accurately in compliance with the Data protection Policy.
- Address employee's pay-related concerns and provide accurate payroll information in a timely manner, referring any issues which cannot be resolved to the Payroll Manager.

- Be responsible for making sure all of the statutory requirements relating to payroll, HMRC, teacher's pensions and all other pension schemes are done with reference to the line manager on matters of changes to policy or changes which will impact on the budget.
- Carry out routine admin tasks i.e. production of spreadsheets, reports and forms and undertake project/research work as required.
- To assist the external auditors and inspectors when asked.
- Ensure the school's financial and HR data is held confidentially, securely and is backed up as required.
- Undertake other tasks as reasonably correspond to the grade and the general character of the post. To carry out other reasonable requests made by the Chief Financial Officer.

Decision Making

When to escalate a query to the Payroll Manager

Contacts and Reason for the Contact:

Employees to respond to queries

School Managers/Finance Officers to gather information

External auditors and inspectors to provide information and support as required

Risks to health

Gives details of the risk assessment and any aspects of the work that can impact on health - such as; lifting, high levels of behavioural challenge, risk of physical or verbal abuse, risks posed by visitors to reception (if applicable), dealing with unpleasant chemicals, body fluids, drains etc

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
EXPERIENCE	<p>Significant experience of using payroll systems</p> <p>Experience of using MS Office</p> <p>To have a good working knowledge and understanding of all trust payroll policies and their practical application.</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>		
KNOWLEDGE	An up to date understanding of statutory requirements relating to Tax, National Insurance and Pensions	AF, I		
SKILLS	Highly developed communication skills including the ability to communicate difficult and complicated information effectively with staff at all levels within the Trust	AF, I		
PERSONAL QUALITIES	<p>Ability to work under pressure</p> <p>Ability to prioritise and plan to ensure completion of tasks</p> <p>Ability to work to high levels of accuracy and confidentiality</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>	Ability to take initiative and work independently	AF, I

QUALIFICATIONS	GCSE 5 A*-C Level 3 Qualification in payroll/equivalent	AF, Q	Experience of working in an educational setting	AF, I
OTHER REQUIREMENTS	Willingness to be flexible and work to meet the best interest of the Academies Trust	AF, I		

*Key: AF=application form; I=interview; T=test; P=presentation; R=references