

JOB DESCRIPTION

Title of Post:	Payroll Assistant
Salary Grade:	H4
Hours:	25 – 35 hours a week term time + INSET + 3 weeks
Based at:	Scholars' Education Trust, Samuel Ryder Academy
Responsible to:	Payroll Manager

1. Main Purpose of Job:

To work with the payroll manager to ensure that payroll for all Trust employees is processed on a timely basis meeting all legislative requirements. To ensure all monthly payments associated with payroll are processed accurately and timely. To produce annual returns associated with payroll i.e. Pension returns and HMRC requirements.

In liaison with the Payroll Manager to provide accurate and up to date information to the Chief Operations Officer, CFO and Finance Managers.

2. Job Specification: Key Tasks

In liaison with the Payroll Manager to be responsible for the following:

- Payroll – to organise and collate staff claim forms, sickness notification forms, change of detail / bank details and all other paperwork associated with the submission of monthly payroll.
- To ensure that payroll is prepared accurately, is in compliance with all relevant legislation and that net pay and all deductions are paid within the required time scale.
- Liaising with HR to ensure new staff contracts / amended contracts are updated on the system in a timely manner.
- Entering new staff into our payroll software and notify Teachers Pensions / Local Government Pension Scheme of the joiner by completing and submitting the appropriate forms. Similarly for leavers, remove from payroll software and complete and submit appropriate forms to Teachers Pensions / Local Government Pension Schemes.
- Entering any changes to pay/hours, address or tax code onto the Trust's payroll software. Where there has been a change in pay and/ or hours, check whether the new salary results in a change to the pension contribution band, and if appropriate adjust the percentage of the pension contribution. If a member of staff opts out of / into a pension scheme ensure the appropriate forms are completed and submitted to Teachers Pensions / Local Government Pension Schemes.
- Where a member of staff goes on maternity/paternity leave/shared parental leave; is sick or is granted special leave for some other purpose ensuring the Trust has received the appropriate forms (MATB1, Doctor's certificate, etc.) and processing as appropriate.

- Processing any attachment of earnings orders on a timely basis and ensure any deduction is paid to the relevant party with the appropriate timescale.
- Where an employee has a benefit such as childcare voucher scheme ensuring the appropriate deduction is made in payroll.
- Liaising closely with HR and other appropriate departments across the Trust in respect of agreeing a schedule of absences which are to be paid or unpaid, and similarly liaising with appropriate department / budget holder in respect of overtime / additional payment to be made. Processing the absence and overtime as appropriate.
- Ensuring all Government / third party (pensions) monthly returns and payments are submitted on time and are accurate.
- Preparing, processing and reconciling all year end returns and forms, in respect of HM Revenue & Customs, staff, Teachers Pensions and Local Government Pension Schemes.
- Respond to payroll queries from staff and resolve any discrepancies.
- To visit other schools in the Trust as and when required.
- To provide general finance / admin support to the central services office as and when required.
- Plus any other reasonable duties as requested by Chief Operations Officer.

3. Skills Required:

- Appropriate levels of education qualifications
- Excellent standard of numeracy
- Ability to understand and operate computerised payroll/finance packages would be an advantage. Experience of SAGE 50 payroll is desirable but not essential as training would be provided.
- A sound knowledge of both Word and Excel
- Ability to work to tight deadlines
- The upmost integrity and ability to preserve confidentially in all matters relating to the job.
- The ability to solve problems and take the initiative and effectively prioritise work.
- Strong communication skills with people at all levels.
- Neat, accurate digital paperwork presentation
- The ability to work as part of a team and under pressure.
- Good organisational skills.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Chief Operations Officer to reflect or anticipate changes in the post which are commensurate with the salary and job title.