



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## Payroll Officer

We know from experience that things change throughout the lifetime of a role and so this job description is not a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Transforming service delivery and user experience through innovative, agile and process light systems and processes.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we would love it if they resonated with you too.

### About the role...

#### Main purpose of the role:

Working under the direction of the Trust's Payroll Manager, the postholder will administer The Consortium Academy Trust's payroll. Working closely with People Services team and Operation Managers within each academy, they will support the delivery of an Inhouse Payroll function.

#### Key accountabilities:

- To deliver an accurate and quality driven service to all colleagues, acting as a point of contact to provide a full customer focused payroll service
- Respond to employees' queries and requirements regarding payroll and to give advice, as necessary
- Ensure appropriate pay and conditions are applied including compliance with all pension scheme admin responsibilities for members
- Ensure the accurate processing of all documentation/data relating to new starters, colleague changes, leavers etc. within specified time frames
- Adhere to strict deadlines to ensure the completion of the pay close down in order to process payments to employees
- Maintain accurate records ensuring that all processes and procedures follow current legislative requirements
- Ensure that all processing complies with PAYE/National Insurance requirements
- Respond and resolve queries from colleagues/management in relation to payroll queries
- Process gross and net calculations as required
- Calculate sickness and maternity pay (statutory and contractual) when required
- Check calculations, overtime, term time adjustments and holiday pay
- Process general pension admin duties
- Generate pensions report
- Submit LGPS MDC Upload files each month by agreed deadline and balance with payments continuously
- Monitor and respond to all LGPS portal queries in relation to pension queries and include manual adjustments to payroll/pension upload files where applicable to resolve queries

- Adhere to strict deadlines for payments to third parties, including relevant paperwork for evidence and balance purposes
- Issue acknowledgement and payment entitlement schedule letters for all new maternity commencements
- Complete monthly 100% audit checks on personal and contractual changes
- Upload BACS files onto bank for Net pay, Pension, Third Parties and HMRC
- Assist with year end processes including effective communication across the Trust to ensure compliance
- Assist with co-ordination of the provision of mandatory, Real Time Information and statistical information to government bodies
- Liaise with Human resources team to provide support and advice where applicable
- Process general pension admin duties

**As a member of staff of The Trust:**

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use of all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

**About you...**

This is the job for you if you hold the following qualifications, experience, knowledge, skills, and values:

**Qualifications and Training**

Essential

- Good standard of basic education, up to GCSE or equivalent
- Experience of working as part of a Payroll team previously
- Knowledge of relevant legislation and payroll good practice
- Trained in the use of payroll systems

Desirable

- Customer services training
- Experience of working with schools/academy payroll

**Experience, Knowledge and Skills**

Essential

- Excellent IT skills the use of office applications including using and updating spreadsheets and databases
- Excellent communication skills
- Ability to form relationships with staff and the wider consortium academy trust
- Ability to work proactively to develop skills
- Ability to work within a team
- Ability to deal with difficult situations and resolve
- Ability to work flexibly and use own initiative to achieve objectives
- Ability to work using own initiative
- Ability to resolve problems
- Ability to ensure confidentiality of information
- Accuracy of work
- Ability to work to deadlines and with minimal supervision
- Experience of working under pressure within a busy environment
- Experience of working in a payroll environment
- Good verbal communication skills
- GDPR knowledge
- Good interpersonal skills, able to communicate effectively with a range of audiences internally and externally

- Knowledge in personnel contractual terms and conditions
- Knowledge in HMRC statutory legislation including calculations and rates of pay

#### Desirable

- Experience of working in a team preferably in a school environment
- Knowledge of the education sector
- Knowledge of pay and conditions of teachers and support staff in a school/academy

#### **Values and Personal Competencies**

##### Essential

- Committed to the values and vision of the Trust.
- Committed to equality, diversity, and inclusion.
- Excellent interpersonal skills
- Self-motivation
- Excellent organisational skills
- Sense of humour
- Listening skills
- Assertiveness
- Flexibility and adaptability