

Job Description: Payroll Officer – Kent Scheme – Grade 6

School:	Cygnus Academies Trust – Shared Services
Grade:	Kent Scheme – Grade 6
Responsible to:	Chief Financial Officer (CFO)

Purpose of the Job:

The duties and responsibilities listed below indicate the Payroll Officer of Cygnus Academies Trust will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise. The main purpose of this role is to ensure that all employees within the trust are paid accurately and on time.

The post holder will provide support to the HR team.

Key duties and responsibilities:

The Payroll Officer will:

1. Processing monthly payroll for all employees, ensuring all rates are correct.
2. Maintaining accurate records on our payroll system of employee information, new starters, leavers, salaries, hours worked, overtime, unpaid leave, sick and maternity leave, taxes and other deductions.
3. Responding to employee inquiries about pay, deductions, leave and other payroll-related matters.
4. Working closely with HR and accounting teams to ensure accurate and timely payroll processing.
5. Conducting regular payroll audits to ensure accuracy and adherence to policies.
6. Liaising with payroll provider to ensure correct data has been uploaded for monthly payroll.
7. Process and reconcile all pay increases, uplifts for Teachers and support staff.
8. Answer queries related to pension deductions and liaising with the external contacts for pensions.
9. Maintaining compliant policies and procedures regarding payroll.
10. Keep up to date with relevant legislation and regulations.
11. Assist the HR Officer with onboarding and other HR Duties to ensure the efficiency of the department is maintained.

Person Specification: Payroll Officer – Kent Scheme – Grade 6

The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

QUALIFICATIONS	The Chartered Institute of Payroll Professionals (CIPP) GCSE English and Maths	Desirable Essential
EXPERIENCE	Experience as a payroll officer or similar role. Experience of previously working in a school environment. Experience of using payroll software	Essential Desirable Desirable
SKILLS AND ABILITIES	Excellent communication and interpersonal skills Effective IT skills to include Microsoft Excel, Outlook and Word. Ability to work independently Able to prioritise and take initiative Have proven experience of working to tight deadline Ability to perform manual calculations as and when required Ability to maintain confidentiality Strong organisational skills Strong numerical skills	Essential Essential Desirable Desirable Desirable Essential Essential Essential Essential
KNOWLEDGE	Knowledge of regulations and legislation regarding payroll functions	Essential