

Job description: **Payroll and Pensions Officer**

Employment details

Job title:	Payroll Lead (Part time – full year)
Reports to (job title):	MAT Business Operations Manager
Type of position:	Permanent
Hours of work:	30 hours per week (flexible working home based)
Level and scale point:	Aspire Grade 7 (£12.92 to £14.63 per hour)

Job Purpose

To oversee the accurate preparation of the monthly payroll for the Trust schools (headcount of approximately 700 currently) leading the schools and liaising with the payroll bureau to ensure that each monthly payroll run is accurate and on time.

MAIN RESPONSIBILITIES

- Gathering, creating and processing payroll-related information & checking the accuracy of school input data before pay run
- Liaising with the Trust payroll provider MHR ensuring accuracy of pay
- Liaising with HMRC where required and ensuring the Trust complies with all HMRC legislation
- To assist with the production of monthly and annual statutory returns to outside agencies including HMRC as required
- Ensuring pensions auto-enrolment is completed by payroll provider
- Liaising with the occupational pension fund administrators of the Local Government Pension Scheme/Cheshire Pension Fund/ Manchester Pension Fund and Teachers' Pensions
- Completing all necessary paperwork for joiners and leavers to the pension schemes including final pensionable pay calculations in conjunction with the payroll provider
- Check monthly reconciliation and returns to Teachers' Pensions and the Local Governing Pension Schemes
- Support to schools and Trust HR in peak times around Payroll
- Complete statutory and occupational calculations including Maternity Pay/Shared Parental Leave
- Complete holiday pay calculations for part year employee leavers
- Deal with escalated employee queries as required
- Any other duties which fall in the range of competence of this role

Person description: **Payroll and Pensions Officer**

	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Must have up to date experience of in-house or third-party payroll administration and proficiency with payroll software programs • Good knowledge of Microsoft office suite especially Excel • Experience of calculating Statutory payments 	<ul style="list-style-type: none"> • Previous experience in a school or local authority would be ideal • Knowledge of Local Government and Teachers pension funds • Experience of working in Education
QUALIFICATIONS	<ul style="list-style-type: none"> • Good general education • GCSE or equivalent Maths qualification • Payroll qualification 	<ul style="list-style-type: none"> • Desire to continue with professional payroll expertise development/qualifications
PERSONAL SKILLS	<ul style="list-style-type: none"> • Highly data rational • High level of accuracy and attention to detail • Good organisational and time management skills • Able to work autonomously • Excellent interpersonal skills 	
	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <p>Aspiration</p> <ul style="list-style-type: none"> • Inclusive and respectful to all our colleagues • Keen to keep developing and receptive to change • Reflective and learns from mistakes <p>Believe</p> <ul style="list-style-type: none"> • Passionate and have a positive outlook • Confident to share their opinions and ideas and value those of others • Solution focused <p>Community</p> <ul style="list-style-type: none"> • Considerate of all • Welcoming • Adaptable • Understanding of the needs of the wider community • Look after our own and each other's well being 	



All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the CEO/Board of Trustees from time to time, up to or at a level consistent with the Main Responsibilities of the job.