



JOB DESCRIPTION

Post: Payroll Officer

Responsible to: Finance Manager

Grade: 5

Directorate: Corporate Services - Finance

Core Purpose:

The Payroll Officer will be responsible for the timely delivery of New College Durham's Academy Trust's (NCDAT) payroll and pension administration, ensuring compliance with company policies, service level agreements and legislative requirements. The post holder will ensure the NCDAT receives value for money.

The post holder will be a subject matter expert on payroll and pensions for NCDAT, keeping up to date with best practice and legislative change; they will be responsible for advising NCDAT of relevant legislative changes and providing recommendations for business consideration.

The post holder is responsible for identifying areas for improvement and working collaboratively with the payroll & pension's third party provider (Capita) and other key stakeholders to implement change, using technology based solutions to reduce risk and/or generate efficiencies.

Main Duties and Responsibilities

- Working closely with the outsourced provider (Capita) to ensure a prompt and efficient payroll and pension service ensuring compliance with legislation and reporting requirements.
- Ensure data entry is processed accurately throughout the month/year to meet agreed deadlines such as monthly pay run and year-end accounts. Including starters, leavers, contract amendments, and additional hours etc. for both payroll and pensions, and the administration of childcare vouchers.
- To provide a customer focused payroll and pension function ensuring appropriate and responsive service and guidance to internal customers and external stakeholders.
- Manage the day-to-day running of and the administration of the payroll and pension schemes within NCDAT, ensuring all work is completed in a timely manner, compliant to the relevant legislation and delivered in accordance to strict deadlines.

- To ensure annual increments and other salary alterations/variations are authorised and implemented correctly.
- To distribute payslips.
- To check/reconcile payroll data against budget projections, ensuring they reconcile with each Directorate highlighting any discrepancies to the Finance Manager.
- Process absence data on a monthly basis e.g. sickness absence, other absence, jury service maternity and paternity leave in line with HR policies.
- To ensure that up-to-date information regarding salary scales, pension deduction rates, and any other relevant information, for all categories of staff are applied and maintained.
- To ensure that all NCDAT expenses and mileage are received, validated and processed in accordance with the payroll timetable.
- Ensure payments for redundancy transactions are completed correctly and reflect the correct tax and national insurance treatment.
- Liaise with HR, Finance and any other key stakeholders to ensure work is submitted and processed in a timely fashion, urgent items are prioritised and that any issues are highlighted and resolved as quickly as possible.
- To ensure that payroll and pension processes and procedures are documented and legislatively compliant, regularly reviewed and updated to ensure maximum efficiency.
- To support the implementation and/or development of the HR /payroll system.
- To ensure that the monthly payrolls are produced and validated within agreed timescales as stated in the Financial Regulations.
- To ensure that the monthly BACS transmission for payroll and all associated third party payments are completed accurately and paid over in accordance with the payroll timetable.
- To support the completion and submission of all annual returns to HMRC and pension providers to the published deadlines and in the most efficient manner.
- To produce the monthly general ledger journal from the payroll, ensuring a complete reconciliation to the payroll. Reconcile all payroll figures at the end of each month ensuring that all payroll control accounts are balanced and corrections posted to the general ledger before the accounting period is closed.

- To manage exceptions to the payroll process, over/under payments, calculation and tax enquiries.
- To provide guidance to pension enquiries and signpost advice services where appropriate.
- Deal with a wide range of payroll enquiries from employees and other stakeholders, providing advice and guidance on all payroll and pension matters including the interpretation of current legislation and regulations.
- To be aware of the current structure of North Durham Academy and Consett Academy, maintaining key contacts in each Academy keeping up with any changes as they arise.
- Undertake any other task and responsibilities appropriate to the level of this post.

General

To participate in any staff review/performance and development process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

To comply with individual responsibilities to ensure the health & safety of self and others.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Corporate Director of Finance to carry out appropriate duties commensurate with the grade of the post.

Equality and Diversity

The Trust is committed to equality and diversity for all members of society and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals to embrace their responsibilities with commitment - ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the Trust's initiatives on Equality and Diversity and participate in training and development designed to enhance practices and the experiences of staff, students and visitors, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

Person Specification – Payroll Officer

Candidates should be able to demonstrate the following minimum requirements:

Qualifications and Training	Essential	Desirable	Method of Assessment
Educated to NVQ Level 3 or equivalent	X		Application
Evidence of continuous professional development	X		Application/Interview
Training in the use of Microsoft Office – particularly Excel but also Word, Power point and Outlook	X		Application/Interview
Completed training in Civica Resource 32000 (Finance Software)		X	Application
Recognised Payroll/Pension qualification		X	Application
Experience			
Significant experience in payroll and pensions.	X		Application/Interview
Experience in working in a large and complex organization.		X	Application/Interview
Experience in running and using payroll and pension reports (e.g. validation reports, BACS files, third party payments)	X		Application/Interview
Experience of working in a busy payroll and pension department within the educational sector.		X	Application/Interview
Experience in administration of defined benefits pension scheme.	X		Application/Interview
Experience in processing business expenses and mileage.		X	Application/Interview
Knowledge			
Knowledge and understanding of the monthly payroll/pension cycle including tax year end and it's requirements.	X		Application/Interview
Knowledge of payroll and pension legislation and regulations – with a particular emphasis on being able to explain them to others.	X		Application/Interview
Understand and comply with procedures and legislation relating to confidentiality and data protection.	X		Application/Interview
Working knowledge of Teachers Pension Scheme (TPS) and Local Government Pension Scheme (LGPS).	X		Application/Interview

Skills and Abilities			
The ability to prioritise work within set deadlines.	X		Application/Interview
Strong organizational skills and the ability to be pro-active.	X		Application/Interview
Good interpersonal skills and ability to build effective relationships with colleagues and external links.	X		Interview
Effective oral/written communication skills – able to exchange complex information clearly and sensitively.	X		Interview
The ability to perform manual payroll calculations to check the validity of the system calculations.	X		Interview Test
Attributes/Other Requirements			
Very high level of commitment to service delivery with a strong focus on customer experience.	X		Application/Interview
Flexible and able to work to deadlines.	X		Application/Interview
Energetic and pro-active with a positive attitude to change.	X		Application/interview
Ability to obtain a clear DBS clearance.	X		DBS Application
Personal Qualities			
Tact, diplomacy, discretion and confidentiality.	X		Interview
Ability to remain calm under pressure.	X		Interview
Committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.	X		Interview