



The Northumberland Church of England Academy Trust

Job Description

Post Title: Payroll Assistant Grade: Band 4/5 (Depending on experience) Responsible to: Finance Director Responsible for: Job Purpose: Be responsible for delivery of an effective, efficient and accurate payroll and pension function including reporting. Liaising directly with staff and external agencies.		
Resources	Staff	Finance Team
	Finance	Ensuring accuracy and timely delivery of all payroll related transactions, reporting, submissions and payments.
	Physical	Office Equipment. Accuracy and confidentiality of databases and financial records.
	Clients	Staff, management and external organisations eg Tax Office, Auditors
Duties and key result areas: <ol style="list-style-type: none"> 1. To be responsible for the preparation and administration of payroll and pension for all staff 2. Ensure that all relevant information relating to pay eg rates of pay, tax codes, NI rates, pension contributions, student loans, attachment of earnings are accurately recorded/input 3. Prepare, input and check payroll data and agree totals at month end 4. Reconcile and submit RTI returns within HMRC deadlines 5. Prepare payroll deductions returns, submit and prepare BACS files complying to external deadlines 6. Prepare BACS payroll files for payment of staff 7. Submit pension returns online to external deadlines, taking responsibility for the effective administration of pension contributions and ensuring the relevant administration procedures are adhered to monthly and at year end. 8. Calculate pay variations eg back pay, maternity pay, redundancy pay 9. Preparation of end of year returns 10. Maintain confidential files for all payroll matters ensuring correct procedures are adhered to. 11. Be the point of contact for payroll queries both internal and external eg mortgage references 12. Administer statutory and contractual pay schemes eg maternity, pensions 13. Preparation of routine financial and statistical returns/reports 14. Analysis and preparation of financial/statistical data, as required 15. Assist with the preparation of the management accounts, year end accounts and audit 16. Support the Finance Director in the personal development of yourself and others by identifying training needs and providing advice, guidance or training 17. Liaise between managers/teaching staff/support staff/external customers on payroll issues 18. Maintain manual and computerised records/management information systems 		

Responsibilities

19. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
20. Be aware of and support difference and ensure equal opportunities for all
21. Contribute to the overall ethos/work/aims of the school
22. Appreciate and support the role of other professionals
23. Attend and participate in relevant meetings as required
24. Participate in training and other learning activities and performance development as required
25. Such other responsibilities allocated which are appropriate to the grade of the post

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Office based
Transport requirements:	None
Working patterns:	Normal work pattern but may be required to work additional hours as and when required at short notice
Working conditions:	Office Environment



Person Specification

Post Title: Finance Assistant		Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> 5 A-C grades including Maths and English Excellent numeracy and literacy skills 	<ul style="list-style-type: none"> Knowledge of Carval Payroll Systems Knowledge of PS Financials 	
Experience		
<ul style="list-style-type: none"> Experience of an IT based payroll and accounts systems Experience of HMRC web filing All-through payroll experience 	<ul style="list-style-type: none"> Financial experience gained within a school or educational setting Knowledge of LGPS and TP schemes and reporting requirements 	
Skills and competencies		
<ul style="list-style-type: none"> Computer literate with proven experience of Payroll and Microsoft ICT systems (eg Excel) Ability to work to internal and external deadlines Good attention to detail Ability to work as member of a team and on own initiative Ability to self evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> Effective communication and interpersonal skills Problem solving skills 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Robust and resilient Flexible approach to both content and hours of work Ability to remain positive under challenging circumstances 		
Other		
<ul style="list-style-type: none"> Willingness to participate in learning and development Commitment to the needs of the organisation and learners 	<ul style="list-style-type: none"> Evidence of having undertaken learning outside of the work place 	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits