

## **JOB DESCRIPTION**

<b>Post:</b>	Payroll and Benefits Officer
<b>Responsible to:</b>	Assistant Group Payroll Manager
<b>Hours:</b>	37 hrs per week/52 weeks per annum)
<b>Grade:</b>	SP24-30 (depending upon experience)

### **POST OVERVIEW:**

- To work with the Payroll Managers to deliver a high-quality Payroll and Pension function, with a commitment to customer service.
- To assist the Payroll Managers with the accurate and timely production of the monthly payroll runs, including the production of all reports and third-party payments.
- To assist the Payroll Managers with the administration of the LGPS, TPS and NEST pension schemes, including notification of member changes and production of year end returns.

### **MAIN PURPOSE OF THE JOB:**

#### **Payroll**

- To monitor and review time and expenses claims in line with internal policies and legislation
- Processing of claim forms, in line with internal policies and ensuring correct authorisation and rates, for inclusion in the appropriate pay run.
- Processing of starters, leavers and salary amendments as raised by HR, ensuring accuracy at all times and relevant notifications to pension schemes.
- To calculate and process occupational and statutory payments (SSP, SMP, SPP)
- To manage Auto Enrolment and Qualifying Pension Schemes, process pension assessment prior to payroll close, postpone new starters, process opt outs and opt ins, create monthly upload file,
- To monitor and manage pension data deductions.
- To monitor the Payroll mailbox/Service Desk daily and respond to queries in a timely manner or escalate as required
- To review pay period end reports, reconcile all hours worked, payments, deductions etc. to ensure accuracy of pay

- To process contractual pay changes, manage payment tables, grades and increments
- To calculate back pay, deductions and net pay
- To request and process salary advances, repayments and updating the overpayments reports monthly
- Assist with the preparation and submission of the monthly and annual returns to HMRC and pension providers.
- To administer the termly Payroll Census exercise within set deadlines
- To liaise with the HR team to ensure records are updated and accurate.
- To be a point of contact for all general Payroll queries from managers and employees, signposting them to the appropriate policies and procedures.
- To keep up to date with new payroll and pension legislation.
- To maintain appropriate confidentiality of information relating to the Organisation and its staff and maintain compliance with the Data Protection Act.

## **General**

The scope of this profile reflects the needs of the College Group and the Multi Academy Trust at present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those described in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College/ Trust change over time.

**PERSON SPECIFICATION: Payroll and Benefits Officer**

<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
English and Mathematics at GCSE Level (Grades A-C Minimum)	✓	
A Level Mathematics		✓
Working towards the Chartered Institute of Payroll Professionals (CIPP) qualifications / CIPP membership is highly desirable.		✓

<b>Knowledge and experience:</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience of Payroll administration.	✓	
Preference of working within Education		✓
Good understanding of HR or Payroll policy, processes, and experience of working with iTrent.	✓	
Strong knowledge and experience of using Microsoft Office.	✓	
Must be a customer-focused individual.	✓	
Excellent problem-solving capabilities as well as an ability to facilitate change	✓	
Good knowledge of GDPR.		✓
Strong attention to detail to ensure all work is completed to the highest consistent standard possible.	✓	
Experience in responding positively to user complaints in a timely and effective manner.	✓	

<b>Skills and competencies:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills (both verbal and written).	✓	
Excellent organisational skills with a pro-active approach to work and problem solving.	✓	
Ability to work in a systematic manner, to avoid and detect errors, even when working under pressure.	✓	
Highly motivated and driven to succeed.	✓	
Able to work independently and on own initiative within specified guidelines or processes.	✓	
Awareness of the importance of confidentiality.	✓	