



Finance Team - PAYROLL OFFICER
Grade 8, Points 19-24, £29,777 - £33,024pa full time equivalent
37 hours per week, all year round
(Part time considered - hours to suit)

Responsible To: Chief Finance Officer

Purpose of Job:

- To prepare an accurate and timely monthly payroll and all statutory returns;
- To provide personnel administration;
- To assist the Finance Team by administrative support in respect of the School's financial operations.

Main Duties:

PERSONNEL

- To liaise with the CFO and HR Manager in relation to newly appointed staff and to ensure all necessary information is received upon confirmation of appointment;
- To provide documentation and information to new employees and their managers regarding routine personnel/payroll matters (e.g. pay dates, agreed hours/pattern of work, etc.);
- To ensure that all pension forms, etc, are distributed to, and collected from, employees and are forwarded to pension scheme administrators as necessary e.g. opt-out, part-time elections, change of contract, leaver records, etc.;
- To complete monthly pension returns as necessary to the LGSS and TSS;
- To maintain employee updates on SIMS;
- To be responsible for the Workforce Census data upload;
- To supply information to the CFO, SLT and external government bodies, as required;
- To prepare and issue salary statements, updates and other personnel related correspondence to employees, as and when required;
- To respond to external requests for salary information re individual employees e.g. bank/mortgage references.

PAYROLL

- To collate all payroll input documentation and ensure all claims for salary, overtime, etc. are arithmetically correct and authorised by approved personnel;
- To ensure that all relevant information relating to tax codes, NI contributions, student loans, tax credits, other deductions, etc. is accurately recorded/input;
- To prepare, input and check payroll data, in liaison with the CFO;
- To calculate pay variations: back pay, Maternity pay, unpaid leave etc.;
- To administer statutory and contractual maternity and paternity pay schemes;
- To ensure that all annual increments and other salary alterations/variations are authorised and implemented correctly;
- To ensure that BACS files are sent in a timely manner with regard to salary payment schedules;
- To distribute payslips and deal with routine payroll queries;
- To ensure that all leaver administration is correctly carried out and P45s issued;

- To ensure the monthly wages control accounts are transferred to the nominal accounts in a timely and accurate manner.

FINANCE

- To prepare and record monthly payments to Inland Revenue, pension schemes, etc.;
- Preparation of routine financial and statistical returns/reports;
- Analysis and preparation of financial/statistical data, as required;
- Liaison with, and provision of information to, auditors;
- Calculation, preparation and input of accruals, prepayments, deferred income and income due in relation to staff costs;
- Verifying/checking banking and accounting records to ensure accuracy and compliance with financial regulations, etc.;
- Preparation of end of year returns re. tax, NI, pension contributions, etc.;
- Additional general finance duties in line with hours fulfilled.

Specific Responsibilities

- You will be expected to maintain confidentiality and adhere to all School procedures and policies;
- You will be expected to attend staff meetings and training sessions as required;
- You will be expected to undertake general duties as may reasonably be requested by the Head Teacher.

A letter of application and completed application, including two referees, should be sent to Mr John Harrison by **midday on Monday 3 June**.

Early applications would be appreciated and informal tours welcome.

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