

JOB DESCRIPTION

THE FITZWIMARC SCHOOL



Post: Payroll Officer

Responsible to: HR Manager

Band: Scale 6 (pts 12 – 17)
(Term time +3 weeks)

Post Holder:

Purpose of the job: To provide an efficient, accurate and responsive payroll service to the school and its staff. Prepare and process the schools' monthly payroll using SAGE50 software. Complete Pension reports and returns for Teachers and Local Government schemes

MAIN DUTIES AND RESPONSIBILITIES

- Collate all payroll input documentation and ensure all claims for salary, overtime, etc. are arithmetically correct and authorised by approved personnel
- To ensure all relevant information relating to tax codes, NI contributions, student loans, tax credits and other deductions are accurately input and applied to staff records.
- 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, additional hours etc.
- Complete monthly pension returns and submissions to both Teachers Pensions and LGPS schemes, maintain and complete monthly monitoring for auto enrolment purposes .
- Accurate data processing of relevant statutory deductions HMRC RTI notifications ensuring compliance with payment deduction agreements.
- Input and processing of relevant additional benefits schemes to cover childcare vouchers/cycle to work schemes.
- Process absence data on a monthly basis e.g. sickness absence, other absence, jury service maternity and paternity in line with relevant policy.
- To prepare, input and check payroll data, in liaison with the HR Manager/Deputy Business Manager as appropriate.
- To calculate and process back pay and pay variations.
- To administer and process statutory and contractual maternity and paternity pay schemes.
- To administer and process statutory sick pay schemes
- To ensure that all annual increments and other salary alterations/variations are authorised and implemented correctly.
- 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.
- To distribute payslips
- Assist with the investigation and resolution of payroll queries
- To ensure that all leaver administration is correctly carried out and P45s issued
- To check/reconcile payroll data against budget projections, ensuring they reconcile with the school's employment contracts.
- To process monthly returns relating to payments to Inland Revenue, pensions schemes and other outside agencies.
- Preparation of reconciliation and recording of gross and net payroll costs

- Produce monthly reports as required (Internal and external). Includes creating bespoke reports, amending standard SAGE reports
- Preparation of all end of year returns relating to payroll and pensions as required by the school's auditors and pension providers.
- Prepare and maintain staffing cost spreadsheets to assist with budget planning
- Work closely with HR and Finance to ensure efficiency of the payroll service, aligned with existing HR & Finance processes.
- Ensure Payroll Procedures Manual is kept up to date and amended where necessary to reflect changes.
- Identify further improvements and changes to payroll and pension processes to ensure delivery of a high quality, customer focused service.
- Provide administration assistance to the HR and Finance Team as necessary
- To undertake invigilation for both public and internal examinations
- To undertake any training commensurate to the post.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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 Headteacher to carry out appropriate duties within the context of the job, skills and grade

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And

.....(Headteacher)

Date