

Job Description

Trust Payroll Officer

Responsible to: HR Officer	Grade: 8
Hours: 25 hours per week – Term time + 3 weeks	Duration: Permanent
Main Location: Eynsham Partnership Academy (EPA) office at Bartholomew School ¹	
Disclosure Level: Enhanced DBS (Regulated Activity)	

Context: to provide a comprehensive, professional, and efficient Payroll service that responds to the Business needs and assists the delivery of the Trusts vision and aims.

Following the recent successful implementation of a new payroll system with added functionality, you will be part of a team to roll out app-based claims for overtime and expenses and app-based absence reporting.

Job Purpose:

- To be responsible for collating, calculating and inputting monthly payroll data in accordance with deadlines, working closely with internal colleagues and external stakeholders.
- To undertake pension administration for the Trust, liaising with both the Local Government Pension Scheme and the Teachers' Pension scheme, promptly responding to enquiries, and requests for information
- To be responsible for producing employment contracts, contract variations and associated payroll paperwork (such as maternity) in line with authorised management requests.
- Ensuring compliance with company policies, service level agreements, and legislative requirements

Main Responsibilities:

- Responsible for the development of effective and efficient payroll processes across the Trust to support a growing organisation.
- To be responsible for the ongoing service contract with our payroll provider, providing feedback and meeting regularly with the account manager to ensure high quality support and service with them to all schools across the Trust
- To be responsible for ensuring that all payroll changes are input accurately and on time for the payroll deadline.

¹ Employees of Eynsham Partnership Academy are predominantly based at one location but may be required from time to time to work at another school in the trust. A full list of schools can be found on the website www.epa-mat.org

- To be responsible for monitoring and managing any errors made in payroll such as overpayments, in order to ensure that errors are resolved in a timely way and in line with our procedures and monitored accordingly.
- To be responsible for supporting schools with payroll calculations and more complex queries raised such as calculating salaries according to grade, hours, weeks worked, paid holiday
- Responsible for ensuring payroll providers have correct and up to date information on pay increments, cost of living increases and other changes to salaries and allowances structure, processing this information as required.
- Responsible for the administration of the Trusts childcare voucher processes and other salary sacrifice scheme such as the cycle to work scheme, including inputting and processing associated transactions into the payroll system.
- Responsible for the quality of data held within the payroll system, undertaking regular checks and reviews on salary information
- Deal with a wide range of payroll and pension enquiries from employees and other stakeholders providing advice and guidance on all payroll and pension matters including the interpretation of current legislation and regulations.
- Respond to requests from Executive and Senior Staff regarding payroll and salary queries, requests for management information required to support and inform budget setting, resolving discrepancies
- Maintain employment records, conducting regular checks of the integrity of the payroll database and ensuring compliance with Data Protection Act / GDPR, acting with discretion and confidentiality at all times
- To be responsible for both TP and LG pensions, ensuring the payroll provider is carrying out the administration and the correct data is being submitted to the relevant provider each month.
- Responsible for the pension year end reconciliation and work with our auditors to ensure the Trust is compliant
- To be responsible for ensuring the service and delivery from our outsourced payroll bureau is of a high quality, appropriate to our needs and reflects good working practices
- Ensure robust audit records are maintained and work with auditors as required.
- Manage exceptions to the payroll process, including the administration of over/under payments, unpaid leave, maternity/paternity/shared parental leave entitlements, ssp1 letters, applying and checking calculations as required
- Produce and distribute contract variations that reflect payroll changes made, ensuring they are delivered in line with statutory requirements and the Trust SLAs
- To support the HR Officer in preparing reports such as HR Key Performance Indicators.

Training will be provided as needed.

General Duties

- To be part of the team preparing training documentation, workshops and guide notes where applicable
- To support teaching and learning by providing high quality support as part of a committed flexible team
- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learnings activities and performance development as required
- Carry out other duties as required from time to time by line manager
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Eynsham Partnership Academy is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
Experience General clerical/administrative work. Work in schools administration, finance or payroll	E D
Qualifications & Training Certification as payroll professional (i.e. payroll technician) Certification as an HR professional (e.g. CIPD) NVQ 2 or equivalent qualification or experience in relevant discipline High level of numeracy/literacy/communication skills	D D D E
Knowledge & Skills Exceptional attention to detail. Ability to work well under pressure Strong communication skills – written and verbal Demonstrable experience in use of advanced Excel, Word and other ICT packages Good keyboard/computer skills Organised and good at following policies/procedures and awareness of relevant legislation Calm, confident, mature and professional Able to work to tight deadlines Excellent team working skills Observe strict confidentiality at all times Ability to relate well to children and adults in a school setting Ability to identify your own training and development needs and cooperate with means to address these	E E E E E E E E E E E E

The role may involve some travel to schools with the Trust (within Oxfordshire).

RDA 04/10/21