

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Payroll Officer

Name:

Date:

Job Context:

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living function (together "St Joseph's"/ the "Trust") with approximately seventy students and seven tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title:

Payroll Officer

Job Purpose:

The Payroll Officer's primary responsibility is to complete the day-to-day administration of the group payroll process.

Line Manager

Accountant

Role Responsibility:

Director of Finance and Director of HR

KEY ACCOUNTABILITIES

Policy and Leadership

- To have a good working knowledge and understanding of all St Joseph's policies, advising on relevant changes as necessary (for example Pay Policy, Maternity/Paternity policies).
- Working within the Business & Admin team ensure all policies are rigorously adhered to in practice particularly in relation to health and safety and security to minimise risks to St Joseph's, the staff and the learners.
- Working within the framework of St Joseph's policies and procedures to always apply the highest standards of accountability, ethics and confidentiality to all work practices.
- To mentor and provide support and guidance to less experienced members of the team, sharing gained knowledge.
- Engage with St Joseph's performance management programme to ensure continued professional development of self and the other members of the team.
- To attend and contribute to staff meetings as required by St Joseph's.

Main duties

- To ensure compliant payroll and pension data is processed; accurately and on time; through methodical checking and knowledge. This can include but is not restricted to; interim payments, overtime pay, sick pay, bonus payments, annual leave payments, DBS updating payments and advance payments.
- To collate and finalise information regarding starters, leavers, salary changes and miscellaneous amendments, calculating final salary pay, holiday pay and changes of administration of their pensions and P45 distribution. These are applicable to both the HR and Payroll systems.
- Process payroll HR matters, whilst working closely with the whole HR team and work closely with the Finance team to process and authorise payroll related payments.
- Supervise the detailed recording of staff absence and ensure sick certificates are received on time (including contacting staff by phone/e-mail or seeking out staff across the site), liaising with the Senior Absence Officer and HR to ensure the data is accurate seeking authorisation from the Director of HR where needed.
- Liaise directly with all staff (by email, letter, telephone or face to face around the site, as necessary) to assist with any HR queries that relate to salaries. For example; providing salary calculations, leave entitlement information, write and distribute salary references etc.
- Support the Senior Absence officer with the input of detailed absence data for all staff on Every into the PASS system ensuring meaningful data is added and providing reports to the Director of HR or Senior Leadership Team on request.
- Process monthly timesheets as approved, input additional hours on the payroll system.
- Oversee administration of attachment of earnings orders and loan agreements and any associated impact, carry out related communication with relevant employees and third parties, seeking advance agreements from senior leaders and advising on any arising matters
- Preparation of reports, such as annual gender pay reporting and other ad hoc management information, also answering any ad hoc payroll queries by HR and Core Senior Leaders.
- Preparation of monthly payroll and annual statutory returns and related audits.
- Administration of in-house payroll systems as required, working to strict deadlines.
- Ensuring that payroll related queries are investigated & resolved effectively, on time and clearly and simply explained to staff with empathy and patience.

- Undertake payroll related projects
- Provide payroll specific advice with knowledge of for example, the Charitable Trust, the Apprenticeship Levy, Maternity Pay, Tax and National insurance, changes to pay scales and salaries due to Cost of Living and PRP and all other relevant, up to date legislative changes in accordance with HMRC guidance.
- Ensure that all statutory requirements relating to payroll, HMRC, auto enrolment of Teachers pensions and all other pension schemes are done.
- Ensure compliance with pension legislation, keeping up to date with the pension provider market place. Liaising with the Pensions Regulator.
- Administration of all pension schemes, completion of year end returns and compliance with TPS audits.
- Refer to the Director of Finance and Director of HR on matters, which will affect Trust policy or budget.
- Support your payroll colleague, HR and Finance teams in response to fluctuating workloads under the overall guidance and direction of the Directors of HR and Finance.
- Undertake other tasks as reasonably correspond to the grade and the general character of the post under the direction of the Directors of HR and Finance.
- Share duties within the Business and Admin team, as requested by the Directors of HR and Finance, to ensure the smooth running of the department as a whole over the various peaks of activity in the Trust's year.
- To carry out other reasonable requests made by the Accountant, Director of HR, Director of Finance and Executive Principal.

Communication

- Communicate, presenting yourself and your work to a high standard with all levels of staff and any other appropriate stakeholders as required, whether verbally or through written correspondence. Ensure that all communication is provided clearly, with a good level of spoken and written language and provide additional clarification whenever necessary in a polite and empathetic manner.
- Proactively meet with staff – both in the payroll office and across the site, face to face to provide a known familiar contact for payroll support.
- Liaise with software providers to ensure a sound, managed relationship, including ad hoc reviews and resolving any arising issues or concerns.
- Provide reports to Core Senior Leaders, Trustees and Auditors, assisting the Trust's external auditors and inspectors when required.

Evaluation and Quality

- Have a good working knowledge of Excel and of payroll systems, researching, evaluating and upskilling to new systems when required.
- Undertake payroll (CIPP) training, with successful completion within required timeframe and ensure regular attendance of webinars and courses to ensure that knowledge is kept current and feedback relevant findings to colleagues and senior leaders.
- Have a willingness to upskill with supported training if necessary whilst the strategic medium-term aim is to bring payroll back in-house.
- Provide reliable consistent support delivered on time.
- Ensure regular confidential and secure filing of payroll and HR paperwork. Carry out archiving in accordance with statutory regulations and in line with GDPR legislation.

- Effect any payroll system updates, making sure that the system is kept current and all data is backed up and secure.
- At all times maintain confidentiality and comply with the data protection policy and procedures.

This job profile is drawn up in the light of the following statement.

'The role of Payroll Officer is much valued within St Joseph's Specialist Trust.'

"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

Signature:

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Payroll Officer

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Executive Principal

Date:

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