

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Senior Payroll Officer

Name:

Date:

Job Context:

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and an adult supported living function (together "St Joseph's" / the "Trust") with approximately eighty four students and ten tenants. It has a staff of around 230.

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:

Senior Payroll Officer

Job Purpose:

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

As a Senior Payroll Officer, this includes providing support for more junior colleagues, whilst working closely with all other members of both the HR and Finance teams to assist with their lead duties, when necessary, under the direction and management of both the Directors of HR and Finance. The payroll team also have general oversight and assistance by the Financial Accountant.

Accountable to:

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, students and tenants.
- 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.
- As Senior Payroll Officer, 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 the Director of HR, the Director of Finance and the Executive Principal.
- Share duties within the Business and Admin team to ensure the smooth running of the function as a whole over the various peaks of activity in the school year.
- Work in accordance with Keeping Children Safe in Education and within the statutory guidance on the Prevent Duty and have due regard to the need to prevent students from harm and being exposed to extremism, radicalised and drawn into terrorism.

Main duties as Senior Payroll Officer:

General Duties:

- **Payroll Processing:** Working to strict deadlines, overseeing the end-to-end monthly payroll. Ensuring compliant payroll and pension data is processed and monthly salaries paid to all St Joseph's employees; accurately and on time; through methodical checking and balancing. As well as preparation and payment of basic monthly salaries, this can include; interim payments, overtime pay sick pay, recruitment and retention bonuses, annual leave payments, DBS updating payments and advance payments.
- 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 issues.

- **System and Process Development:** Whilst completing the administration of in-house payroll systems, assist with the introduction of any changes to current software and the usage of new software, uploading data and rolling out across the organisation.
- Undertake payroll related projects
- **Check and Validate:** Reviewing payroll inputs and output reports to ensure accuracy before final payment runs. Use analytical skills by manually calculating and reconciling data.
- **Statutory Compliance:** Ensure compliance with UK payroll legislation and tax regulations. Ensure that all statutory requirements relating to payroll, HMRC, auto enrolment of Teachers pensions and all other pension schemes are done. Keeping up to date with the pension provider market place and liaising with the Pensions Regulator.
- 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.
- **Reporting and Auditing:** Conduct payroll reconciliations, prepare and generate reports, annual statutory returns, year-end processes (P60's) and related audits. Prepare reports and answer any ad hoc payroll queries for HR and Core Senior Leaders, Trustees and Auditors, meeting with and assisting the Trust's external auditors and inspectors when required.

The payroll function is to remunerate our staff (Human Resources) therefore the Payroll Officer is expected to:

- Set up, input and record 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.
- Manage and 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.
- Input and maintain personnel data on the Trust's Information Management Systems, specifically Iris' Payrite (and if and when requested – Every HR, SIMS, PASS, Blue Sky/National College People Management) particularly inputting detailed absence data for all staff ensuring meaningful data is added and providing reports to the Director of HR or Senior Leadership Team on request.
- Supervise the detailed recording of staff absence and ensure all sick certificates are received in a timely fashion (which involves prompting staff by actively contacting staff by telephone or seeking out staff across the site), liaising with the Senior Absence Officer and Director of HR to ensure the data is accurate, seeking authorisation from the Director of HR where needed.

- Process monthly timesheets. Input all additional hours onto spreadsheet and analyse for variances.
- **Query Resolution:** Act as a senior point of contact for complex payroll queries from staff, HR and external bodies like HMRC.
- 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.
- Ensure that payroll related queries are investigated & resolved effectively, on time and clearly and simply explained to staff with empathy and patience.

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 English language and provide additional clarification whenever necessary in a polite and empathetic manner.
- As part of an approachable team strategy, follow our 'open door' policy and be seen to move away from your desk and office regularly in order to provide both department colleagues and wider staff increased opportunity to communicate with you.
- 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.
- Ensure that staff are given fair and appropriate written warning, in advance of changes to their pay whenever possible and ensuring that senior leaders have also been appraised of each situation.
- Liaise with software providers to ensure a sound, managed relationship, including ad hoc reviews and resolving any arising issues or concerns.
- In addition to providing expert advice and answering any ad hoc payroll queries by general staff and the HR team, also 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.
- Have a willingness to upskill and undertake payroll (CIPP) training, or equivalent payroll related training, if required by the Director of HR, Director of Finance and Executive Principal, 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
- 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.

Other Duties include:

- Refer to the Director of Finance and Director of HR on matters, which will affect Trust policy or budget.
- Support payroll colleagues and HR Team in response to fluctuating workloads under the overall guidance and direction of the Director of HR.
- 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 answer incoming telephone calls and action or re-direct as necessary. Answering external calls will usually take place in the office, or the reception area by the office administration team, however assistance by all staff on the Business and Admin team may also occasionally be required, both during peak times and the school holiday periods. All staff in the department may be asked to cover the reception area for short periods of time.
- To carry out other reasonable requests made by the, Director of HR, Director of Finance and Executive Principal and with general oversight and assistance from the Financial Accountant.
- Support the Director of HR and HR team by liaising 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, salary reference administration etc. responding promptly and professionally.

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

'The role of Senior 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: **Senior Payroll Officer** **Executive Principal**

Date:

Communication