**PAYROLL ADMINISTRATOR**

**UNIVERSITY OF BRIGHTON ACADEMIES TRUST**

Approved by the Department for Education in 2014, The University of Brighton Academies Trust is led by a small team of senior managers who have been involved in the success of the Hastings Academies Trust, and who work alongside colleagues from the university’s School of Education.

The University of Brighton Academies Trust builds on the University of Brighton’s successful experience as lead sponsor of the Hastings Academies Trust. Less than two years after opening, in May 2013, our two secondary academies, the St Leonards Academy and the Hastings Academy were inspected by Ofsted and judged to be “good”.

The Trust requires a Payroll administrator to assist the Payroll & HR Systems Manager with providing an effective and efficient Payroll & Pensions service, covering all aspects of the payroll & pensions operation to ensure staff are is paid on time in accordance with their contract of employment and there is full compliance with statutory requirements and financial regulations. The Trust can provide the successful candidate a rare opportunity to be involved in the growth of the high quality educational services provided to local communities.

Location: This role will mainly be based in Falmer, Brighton.

Salary: Single Status Scale Grade 5 Points 11-13 (£16,875 – £17,891 pa)

Dependent on experience and qualifications

Hours:  37 hours per week.  6 month fixed term contract.

Closing date:  Monday 5th December 2016

Please send completed application forms to: recruitment@hastingsacademiestrust.org.uk

For an informal discussion about the role or to arrange a visit, please contact recruitment@hastingsacademiestrust.org.uk

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for you to undertake an enhanced criminal record check via the DBS, as well as other pre-employment checks. References will be sought prior to the interview process.

**Thank you for your interest and we look forward to receiving your application.**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE** | Payroll Administrator |
| **EMPLOYER** | Hastings Academies Trust |
| **LOCATION**  | Falmer |
| **SALARY / HOURS OF WORK** | Single Status Grade 5 points 11 - 13(£16,875 – £17,891 pa) depending on skills and experience37 hours per week (6 months fixed term contract) |
| **RESPONSIBLE TO** | Payroll & HR Systems Manager |
| **RESPONSIBLE FOR** | N/A |
| **MAIN PURPOSE OF THE JOB** | * Ensure the timely and accurate processing of payroll records by compiling, organising and entering data into the integrated HR & Payroll System
* Assist the Payroll & HR Systems Manager with providing an effective and efficient Payroll & Pensions service, covering all aspects of the payroll & pensions operation to ensure staff are is paid on time in accordance with their contract of employment and there is full compliance with statutory requirements and financial regulations
 |
| **MAIN TASKS / KEY RESPONSIBILITIES** |
| **1** | Process and administer the monthly payroll for all academies and central services employeesTasks to include:* Monthly claims and expenses input and reconciliation
* Monthly absence input and reconciliation
* Processing court orders & statutory payments, GAYE, Childcare scheme deductions
* Processing monthly leavers
* Pension administration/ensuring pension auto enrolment requirements are complied with
 |
| **2** | Advise Managers and staff on a range of payroll and pensions issues, employee self-service queries responding within the agreed SLA times. Escalating any payroll issues which cannot be resolved to the Payroll & HR Systems Manager |
| **3** | Assist the Payroll & HR Systems Manager with month-end and year end procedures and reconciliations (e.g. Payroll, HMRC / pension administrators etc.) Run weekly / monthly reports to ensure data integrity of information entered into the Payroll system including gross to net reports, zero net pay reports, maternity / paternity calculations / sickness entitlement etc.Perform quarterly payroll audits to verify and update employee data in the HR / Payroll system |
| **4** | Ensure that all data on manual and computerised payroll and pensions records is accurate and up to date, and that confidentiality is fully respected |
| **5** | Assist the Payroll & HR Systems Manager with new academy conversions, including data entry, parallel pay runs and payroll reconciliations etc. |
| **6** | Produce regular statistical reports on Payroll information for HR Director, Senior Directors Principals and Managers e.g. Payroll Costing, Third Party Payments, Starters, leavers, turnover, sickness absence, other absences, ethnic monitoring etc. |
| **7** | Carry out any other ad hoc duties to support the HR Director |
| **8** | To provide a customer focussed, professional service to all internal clients and build strong robust working relationships with peer groups and senior managers |
| **9** | To carry out all activities in line with the Academy’s policies for Health and Safety, and Equal Opportunities |
| **10** | To participate in professional development activities and performance management activities as required |
| **11** | To undertake other reasonable duties as directed by your line manager  |
| This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. |
| There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder |
| **Date: 24 October 2016** |
| **Additional Information** |
| * All Support Staff posts within the Academy are subject to a one year probationary period
 |
| * This post is subject to an Enhanced Criminal Record Check
 |
| * This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act
 |
| **The Hastings Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment** |

**PERSON SPECIFICATION**

**EDUCATION AND QUALIFICATIONS**

1.1 Good numeracy and literacy skills (equivalent to GCSE A-C grade)

**KNOWLEDGE AND EXPERIENCE**

2.1 Experience of administration (in a confidential office environment)

2.2 Experience of maintaining and keeping accurate records, both manually and electronically

2.3 Experience of providing Payroll advice and support

**KEY SKILLS AND ABILITIES**

3.1 Competent user of Microsoft Office 2010 packages including Word, Excel, Outlook

3.2 Excellent oral and written communicator

3.3 High levels of attention to detail and accuracy with standards of written work, typing and data entry

3.4 Highly organised and able to cope with/manage multiple projects/tasks

3.5 Able to work well independently and as part of a small team

3.6 Able to deal with payroll issues and maintain confidentiality

**PERSONAL ATTRIBUTES**

4.1 Self-motivated with drive, initiative and high degree of pro-activity

4.2 Commitment to working as a positive and constructive team member

4.3 Commitment to Equal Opportunities