**River Learning Trust**

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| **Job description:** | Trust Payroll Manager |
| **Date last reviewed**: | August 2017 |
| **Grade of post**: | Grade 11, £32,486 - £35,444 FTE |
| **Contract terms:** | 3 days, c. 22 hours per week, full year. (Flexible options – part time/ term time available) |
| **Location:** | Cutteslowe Primary School |
| **Line Manager:** | HR Director |
| **Disclosure Level:** | Enhanced DBS |

**Job Purpose:**

* To be responsible for the full payroll function and related activities working closely with colleagues in Schools.
* To be responsible for ensuring the service and delivery from our outsource payroll providers is of a high quality and appropriate to our needs.

**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 account managers to ensure high quality support and service from them to all customers across the Trust.
* To be responsible for supporting schools when using the our payroll system, taking on the role of ‘expert user’ to ensure that all payroll changes are input accurately and on time for payroll deadline. Creating training documentation, workshops and guide notes as appropriate.
* 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, in line with procedure and monitored accordingly.
* To be responsible for the preliminary check cycle, working with payroll providers and schools to review the files, resolve any discrepancies, and get signoff from Headteachers to ensure staff are paid correctly every month.
* To be responsible for supporting schools with payroll calculations such as calculating salaries according to grade, hours, weeks worked, paid holiday weeks etc
* Responsible for ensuring payroll providers have correct and up to date information on pay increments, cost of living increases and other changes to salary and TLR / allowances structures.
* Responsible for the administration of the Trust’s Childcare voucher processes, and other salary sacrifice schemes, including inputting into payroll system and monthly reconciliation.
* To be responsible for the quality of data held within the payroll system, periodically undertaking checks and housekeeping to cleanse data within the system.
* To be the first point of contact for all queries from payroll provider and schools on pensions, Tax, childcare vouchers etc.
* To be responsible for the final payroll check before authorisation given for payment, to ensure all changes required a prelim stage have been made and payments are accurate.
* Respond to requests from Executive and Senior Staff regarding payroll and salary queries;
* Maintain employment records, ensuring compliance with the Data Protection Act, and act with discretion and confidentiality at all times;

**General Duties**

* To support teaching and learning by providing high quality support as part of a committed and flexible team;
* At all times act in accordance with agreed local and national policies and procedures;
* Contribute to the overall ethos/work/aims of the River Learning Trust;
* Appreciate and support the role of other professionals;
* Attend and participate in relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Carry out other duties as required from time to time by line manager;
* Follow the Trust’s Health and Safety rules and procedures and adhere to safeguarding principles.
* 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.

*River Learning Trust 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) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

**Person Specification: Trust Payroll Manager**

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| **Specification** | **Essential** | **Desirable** |
| Education/Training | * Strong Maths and English (written and spoken) * Certification as a payroll professional (ie Payroll Technician) |  |
| Relevant Experience | * Experience of working in a varied and busy payroll role. * An understanding of payroll processes and legal requirements. * High level of numeracy skills. * Experience in working in a role supporting other professionals, and giving guidance on specific processes. * Experience of working in payroll function | * Experience of working in the public sector * Knowledge of teachers pensions and LGS * Experience of working in a School environment.   Experience and knowledge of payroll systems and implementations. |
| Relevant Skills/Aptitudes | * Demonstrable experience in the use of advanced Excel and Word. * The ability to get to grips with new IT systems quickly. * An ability to interpret complex financial data * Effective interpersonal skills * Effective written and verbal communication skills * Ability to work under own initiative and as part of a team * Time Management and organisational * skills, including ability to meet deadlines * Accuracy and attention to detail * Highly numerate * Ability to ensure that customer * requirements are satisfied | * Ability to produce reports and other complex documents |
| Special Requirements | * An interest and willingness to develop new skills * Ability to handle confidential material * A flexible approach to duties |  |