

Job Description

Job title: Payroll Supervisor

Reporting to: Director of Finance

Hours: Term time plus 10 days

Job purpose: Working across the Finance and HR teams, this role will be responsible for the processing and review of the monthly payroll; month end reconciliations; P11ds; provision of pension information for staff and ensuring pension processes are adhered to including auto-enrolment processes and; implementing changes relating to contracts and pay. The post holder will assist the Director of Finance in formulating aims and objectives for enhancing the quality and delivery of a comprehensive and robust payroll and pension system for The Education Alliance. The post holder will also provide professional and administrative support ensuring the delivery of payroll and pensions within agreed timescales and deadlines, actively implementing The Education Alliance's Pay Policy.

Key responsibilities:

Payroll

- Utilise the HR/Payroll system to deliver timely and accurate monthly payrolls, collating all payroll input documentation and ensuring all claims for salary, allowances, overtime and additional hours etc... are arithmetically correct and authorised by approved personnel.
- Distribute payslips and deal with all payroll queries in a timely, sensitive manner, acting as the first point of contact for all staff with regards to pay and pension queries.
- Prepare monthly payroll schedules and, in liaison with the Director of Finance and the Director of HR, check payroll data for input accuracy, correcting errors and ensuring the payroll is ready for approval by the Finance Managers/Director of Finance.
- Ensure all relevant information relating to tax codes, NI contributions, student loans, tax credits, pension contributions, childcare and other deductions are accurately recorded/inputted.
- Calculate pay variations: back pay, maternity pay, long term sickness, unpaid leave, special leave, parental leave etc.., ensuring variations are correctly applied on the payroll and reflected on pay slips.
- Be responsible for manual calculations of pay where appropriate and prepare requests for supplementary payments for approval by the Director of Finance.
- Administer statutory and contractual maternity and paternity pay schemes, checking third party calculations and ensuring these are correctly applied in the relevant pay period.
- Ensure all annual increments and other salary alterations/variations are authorised, correctly applied and meet set deadlines.
- Liaise with external bodies with regards pay deductions (e.g. Child Support Agency, Student Loans Company).
- Prepare starters and leavers paperwork, ensuring P46s are completed where appropriate and P45s are issued in a timely manner.
- Prepare financial and statistical data, as directed by the Director of Finance and the Director of HR
- Liaise with and provide financial information to auditors as and when required.
- Calculate year end accruals and prepayments in respect of salary costs.
- Prepare and check end of year returns regarding tax, NI, pension contributions etc... for approval by the Director of Finance.

- Complete all statutory returns required by external agencies requesting information (e.g. childcare scheme salary assessments, Department for Work and Pensions schedules) for subsequent authorisation by the Director of Finance.
- Check and upload all payroll information onto each school's financial management system and prepare a monthly reconciliation of payroll control accounts.
- Process application forms for childcare vouchers, make online requests for deductions and load invoices onto each school's financial system, carrying out basic earnings assessments each year for staff in receipt of vouchers under the Childcare Vouchers Scheme.
- In conjunction with the HR teams, prepare annual salary statements and issue to all staff within set deadlines.
- Liaise with the HMRC to ensure all returns are submitted on time and within agreed deadlines.
- Run monthly payroll and check summary reports for approval by the Finance Managers/Director of Finance.
- Work with the Director of Finance to ensure completion of all regulatory year-end procedures.
- Provide the business link with the pension providers to ensure all administrative and legislative requirements are met.
- Prepare and file P11ds.
- Work with the Director of HR to ensure changes to terms and conditions and organisational changes are accurately captured in the HR/Payroll system, ensuring staff are paid correctly and allowances, safeguarded sums, fixed term contracts etc... are managed and terminated effectively.
- Ensure the calculations for term time formulas, working patterns and absences are accurate.
- Administration and co-ordination of whole school timesheets including inputting data and checking of payroll.
- Issue information to staff on changes in pay (e.g. inflationary uplifts, deadlines for changes).
- Responsible for redundancy estimates and calculations.
- Assist in the issuing of Employment Status Forms (P200) to all staff invoicing the school annually for evaluation by the HR Department.
- Line manage the Payroll Administrators and direct/oversee/review their work.

Pensions

- Responsible for the preparation of all forms required for pension purposes including new starters and leavers to pension schemes, opt out forms, changes to pension details and their submission to the relevant pension bodies (e.g. LGPS and TPS).
- Update the teachers' pension database with all new starters, leavers, missing years and other relevant information as necessary.
- Maintain a comprehensive system for tracking pension status of all staff on the payroll.
- Ensure pension deductions are correctly reflected in the payroll system.
- Upload teacher pension contributions each month into the teachers' pension database and keep an up to date accurate record of contributions filed for end of year reconciliation.
- Liaise with relevant external bodies and ensure all year end returns are accurately filed, including data checks on annual service returns, etc...
- Issue information to staff on pensions, including changes to pension rates and statutory guidance and updates.
- Implement and maintain initiatives and changes, such as auto-enrolment, supporting the strategies actioned by The Education Alliance, facilitating processes to ensure a smooth transition occurs.
- Organise briefing and information sessions for staff with external providers (e.g. pension seminars).
- Be the main point of contact for all pension related queries, internally and externally.

General

- Ensure continuous development and implementation of improvements to operating systems, procedures and systems to ensure the electronic process flows work effectively and efficiently.
- Perform on-going analysis and control in respect of security and privacy considerations surrounding payroll, ensuring legislation is adhered to (e.g. the Data Protection Act).
- Carry out other financial and administrative duties to support the work of the Finance Department and the Human Resources Department as directed by the Director of Finance.
- Maintain accurate records, ensuring information is stored electronically and manually as required.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time after consultation with the post holder, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Director of Finance and the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

South Hunsley is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Signed _____ Date _____