



JOB DESCRIPTION - Senior Payroll Officer Grade

Responsible to: Head of Payroll & Pensions

Main Purpose of the Post

The Senior Payroll Officer should ensure that the Payroll Team deliver an accurate, timely and efficient payroll service to Orchard Hill College & Academy Trust and providing high quality internal customer service to OHC&AT employees and clients..

Comprehensive understanding of Tax and Payroll Laws and all other aspects of payroll and pension administration. Maintaining accurate records for management information and statutory requirements.

Main Tasks and Responsibilities

Accurately input all data into the Payroll system ensuring all gross payments and other deductions are correctly set up and calculated in accordance with statutory and contractual requirements.

Accurately input regular/ad-hoc payroll adjustments and deductions by the required deadlines.

Accurately calculate Statutory and Occupational Sickness and Parental Pay. Processing PAYE Deductions and sending payroll information to HM Revenue and Customs. Distributing forms such as P45, P60 and P11d.

Complete any required statutory forms within the required timeframe in accordance with HMRC Guidelines.

Mathematical skills for calculating employee's final payments by the contractual pay date following the employees' last day of service. Calculate and process emergency manual payments as required.

Being an expert on complex calculations of all elements of payroll and pension administration including an in-depth knowledge of statutory legislation and internal policies. Calculate Gross and Net overpayments and recover/notify HR as necessary. To advise on issues of pay, tax, national insurance and other voluntary deductions including advising payroll team members about taxes and employment laws on salary.

To support and to assist the payroll team members with issues or discrepancies in resolving employee pay inquiries, including any escalation of unresolved queries.

Liaising with staff and management on payroll related queries. Action complex, pay queries from managers, senior managers and Executive Team ensuring queries are resolved accurately and promptly.

Checking of payroll teams monthly and annual reports ensuring quality control and maintenance of records for accuracy. Analysing and reporting on payroll data to meet internal and statutory obligations. Auditing the payroll to make sure it satisfies all government regulations.

Verify information held in respect of employment, Tax, National Insurance and Pension schemes; ensure monthly and annual returns are correct and on time. Ensuring that the records abide by financial regulations.

Ensure the payroll team run the monthly processes and produce RTI, Year End Returns & produce pay & pension information for the Trust.

Managing the payroll processing output of the Payroll team and feeding back any issues to Head of Payroll and Pensions.

Developing and refining payroll procedures and interpret legislation and ensure compliance with all regulations for HMRC, Auto-enrolment and Pension administration. Identify and communicate the potential payroll implications to Head of Payroll & Pensions

Responsible for training new payroll team members, ensuring all are up to date with all legislative and pension compliance and Identify any further training requirements and raise with Head of Payroll & Pensions for review.

Establish and maintain good working relationships with all internal and external divisions and organisations.

Provide a quality service to all users/customers in accordance with the OHC&AT Ethos and Mission Statement.

Implement creative decisions and solutions on the payroll system and processes by taking ownership of resolving software issues and applying specialised technical knowledge.

Administration of all company pension schemes including auto enrolment process.

Monthly reporting and maintenance of all company pension schemes, dealing with and resolving any queries when needed.

Full Tax Year End and start of New Tax Year processing in accordance with HM Revenue and Customs legislation.

Pension Annual Reporting and reconciling annual reports ensuring all files submitted to each fund in accordance with the required guidance.

Liaise with HR Projects Officer to facilitate setting up all employee benefits and salary sacrifice scheme on the payroll software. Processing all related tasks in accordance with the relevant scheme for OHC&AT.

Assisting HR Projects Officer with processing P11d's including reporting and submitting to HMRC and issuing forms to employees including making P11db payment to HMRC.

Assist Head of Payroll & Pensions with auditors both external and internal on payroll integrity matters.

Represent the Head of Payroll & Pensions in their absence in internal/external meetings.

Assist and deputise in absence of Head of Payroll & Pensions and assist with payroll team projects as they arise.

Take a proactive approach to ensure the effective management and development of staff within the Payroll team, planning and organising the resources to meet the service requirements whilst ensuring workflow and technical content evenly shared between the teams and individuals

Undertake any other reasonable duties commensurate with this role.

Person Specification –Senior Payroll Officer

Knowledge, Skills and Experience Needed for the Job

Experience in payroll, and the use of a computerised payroll system (preferably SelectPay) or other relevant software.

Certified payroll qualification (or willing to study)

Expertise of payroll legislation, processes, and statutory legislation.

Experience of supporting a team and identifying innovative solutions to problems and developing implemental changes.

Advanced knowledge of pay and conditions of Local Government and Teaching staff Public sector pension schemes and understanding of Local Government and Teachers Pension scheme.

Excellent verbal communication, including active listening for accurately answering employees questions and written communication for report writing.

Good customer service ethos and ability to communicate in a clear and concise manner.

Organised work ethic and multi-tasking with high level of attention to detail and accuracy.

Numerate with the ability to understand complex information

Computer literacy, especially confidence in using office and payroll software such as Excel with VLOOKUP (Intermediate or Advance Level in Excel required)

Deductive reasoning for analysing raw payroll data and using it to develop and refine payroll policies.

Proven ability to quickly learn new information, processes and procedures, meet deadlines and Identify/resolve issues.

Self-motivation and organisational skills to meet deadlines and resolve issues.

Initiative and ambition to develop professionally.