



## **Job Description**

**Job Title:** HR/Payroll Data Analyst

**Location:** Home based

**Hours of work:** 37 hours per week

**Reports to:** Payroll Supervisor

### **Purpose of the Role:**

To provide a Payroll service to the academies across the trust and to support the Payroll & Systems Manager with the system administration of iTrent.

### **Responsibilities:**

1. Contribute to the Payroll Team by: -
  - Ensuring Payroll data is keyed accurately and timely into iTrent, query any data discrepancies as and when required
  - Reconcile and spot check Payroll colleagues data entry
  - Liaise directly with the HR hubs and provide support in scenarios of any query with Payroll / Pension data
  - Liaise directly with HR hubs to provide Payroll / iTrent support
  - Ensure Payroll queries via the AET's helpdesk are answered timely
  - Assist in training all new users in the use of the system
  - User acceptance testing where required
  - Set up new posts and positions within iTrent where required
  - Support Academies staff with the use of Employee Self Service
2. Support Academies using the system and maintaining their confidential data
3. Maintain confidentiality of all data and Academies Enterprise Trust and Academies security at all times
4. Update the AET Comms Portal page with relevant iTrent information if required
5. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.





### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.





7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **Person Specification**

**Job Title: HR/Payroll Data Analyst**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• GSCE Maths and English (A – C) or equivalent</li> <li>• 2 A Levels or equivalent Level 3 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll qualification</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Experience of HR/Payroll systems</li> <li>• Experience of Payroll legislation</li> <li>• Intermediate Excel skills</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of iTrent</li> <li>• Experience of reconciling data</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/a</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>





	Forward and strategic planning	<ul style="list-style-type: none"> <li>• Good forward thinking</li> </ul>	•
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	•
	Abilities	<ul style="list-style-type: none"> <li>• Ability to use Microsoft Office or Google Chrome applications</li> <li>• Ability to communicate effectively at all levels</li> <li>• Ability to organise and prioritise own workload</li> <li>• Proven ability to meet deadlines</li> <li>• Good interpersonal skills</li> <li>• Good Analytical skills</li> <li>• Ability to produce and understand statistical data</li> <li>• Ability to respond well to a changing environment</li> <li>• Data accuracy</li> <li>• Good concentration levels</li> <li>• Work effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Strong interpersonal skills,</li> </ul>	•





		<ul style="list-style-type: none"><li>• Ability to problem-solve</li><li>• Good prioritisation skills</li><li>• Self-organised</li><li>• Team player</li><li>• Ability to work unsupervised</li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidates will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Ability to travel as required</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

