

## Job Description

<b>Post</b>	<b>Payroll Manager</b>
<b>Details: grade, hours, duration, location</b>	PO1 / PO2 (£31,346 - £35,745) Full time, 37 hours a week, permanent. Based at St Mary's Menston, some travel to the Trust's schools and other Trusts/schools, potential to work from home and any Trust or diocesan location possible.
<b>Responsible to</b>	Head of Finance
<b>Responsible for</b>	Payroll Assistant(s)
<b>Purpose of the Post</b>	To ensure a payroll service is provided for approximately 495 staff, across all 11 schools within the Bishop Wheeler Catholic Academy Trust with a clear customer service focus and attention to detail. Plus grow the payroll function as more schools join the Trust.
<b>Main duties and responsibilities</b>	<p><b>Responsible for the end to end provision of payroll services for all 11 schools within the Trust, as follows:</b></p> <ol style="list-style-type: none"> <li>1. Manage all aspects of the payroll function, ensuring compliance with the latest relevant legislation, statutory filing deadlines, and internal management reporting requirements, liaising with HMRC, Teachers Pension, LGPS, Finance and HR functions as appropriate.</li> <li>2. Manage and process the monthly BACS payments, monthly pension returns and all year end processes.</li> <li>3. Set up, update and manage efficient work systems and effective internal controls within the payroll function, ensuring that processing errors are minimised and changes are reflected accurately and promptly.</li> <li>4. Manage and maintain high levels of quality and service, ensuring prompt and accurate processing, payment, reporting and record keeping of payroll</li> <li>5. Ensure accuracy of data extracted from HR system is imported to payroll system with minimal errors</li> <li>6. Be able to understand and process manual calculations</li> <li>7. To act as a key point-of-contact to staff, providing a professional service to all stakeholders</li> <li>8. Comply with all relevant legislative requirements, and Trust and Diocesan values</li> <li>9. Maintain payroll best practice and statute by contributing to writing and updating policies and procedures and advising management as necessary</li> <li>10. Training of Payroll, Finance and HR team members as and when required</li> <li>11. Management of payroll staff</li> <li>12. Comply with all policies and procedures in schools including Child Protection, Safeguarding, Health and Safety</li> <li>13. Any other duties commensurate with the grade of the post requested by the Trust</li> </ol>