



JOB SPECIFICATION HR Payroll/Pensions Assistant

Reports To: HR Office Manager through the Payroll Coordinator and accountable to the Human Resources Directorate.

Why	Job Summary <ul style="list-style-type: none">To ensure the accurate input of payroll data, processing of payroll and related administration, (via the payroll bureau) ensuring payments are correct and compliant with Trust policies, regulations and procedures, and HMRC requirements. To ensure the maintenance and administration of the Teachers' Pension Scheme and the Local Government Pension Schemes working closely with the scheme providers to meet the regulatory requirements for both schemes.	
What	Main Responsibilities <ul style="list-style-type: none">With direction from the Payroll Coordinator, ensure that payroll inputs are processed in an accurate, compliant and timely manner for the production of several Trust payrolls and resolve related queries promptly and efficiently.Assist with maintaining employee records on the in-house HR database.Collection of pay related information ready for submission to our outsourced payroll service for the monthly pay run, ensuring that deadlines are met as agreed in the Service Level Agreement.Administration of all claims for extra payments and deductions, this will include working with Academy contacts to ensure additional hours are duly authorised.Creation and distribution of annual and incremental pay statements.Ensuring all payroll information/records are maintained in accordance with statutory requirements, including Maternity, Paternity, Adoption, P45, Starter Checklist forms for example.Assist with the administration of childcare vouchers scheme for the Trust.Assist with the preparation of pay overs and supporting documents for the pensions organisations, unions, health scheme and attachment to earnings for example.Liaising with employees, outsourced payroll service provider and pension authorities to resolve any anomalies or discrepancies relating to payroll and pensions.Assist with relevant weekly, monthly, quarterly and year-end reports.Supporting all internal and external audits related to payroll.Work with the Pensions Administrator to co-ordinate pension administration for Teachers Pension and Local Government Pension Schemes.To ensure that pensions records for new starters, leavers and variations are completed and submitted to meet the statutory requirements of monthly returns.Checking, monitoring and controlling the accuracy of pensions data held by the Trust and ensuring that any previous missing service queries are dealt with promptly.Assisting with the completing and submitting pension forms and missing service information electronically.Dealing with, and taking action on enquiries by telephone or email correspondence, sending out standard and non-standard letters.Ensuring that confidentiality and data protection is not breached and personnel filing is kept up to date.Any other responsibilities deemed appropriate to the level of post.	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Motivates others to take responsibility for their own health and safety.
		Participate effectively as a member of a team, fostering positive relationships.
		Efficient and methodical, monitors and attends to detail; checks for errors.
		Undertake appropriate professional development to secure progress in your career.
		Developing practice ensures effective professional contribution across the department.
		Developing supervision skills and provides informal leadership/direction.
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Consults at the start and as appropriate throughout the activity and within the team.
		Willing to accept responsibility for own activities and those of the team.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Involved in setting tasks.
		Makes short term, considered plans.
		Conscientious in adhering to deadlines and perseveres to achieve project tasks.

	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving others opportunity to ask questions and check understanding.
		Presents information in a structured and logical way, and uses a variety of communication techniques, taking account of the needs of the audience.
		Reasons logically and focuses upon solving the problem, building upon previous experience.
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Initiates joint decision making within own team.
		Knows how to report, record and pass on information.
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Deals with task problems within own team.
		Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Motivates others to take responsibility for their own health and safety.
		Participate effectively as a member of a team, fostering positive relationships.

Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
	Education, Qualifications and Experience (EQE)	Essential: Educated to GCSE grade C/4 standard (or equivalent) in English and Mathematics. Recent experience of working within a pensions/payroll service Use of finance/HR related computer software systems Recent experience in a customer service environment Working knowledge of MS Office Applications, particularly Word, Excel and Outlook Knowledge of balancing and recording payrolls Numerate and financially aware Desirable: Knowledge of Year End processors and procedures Knowledge of third party payments and disbursements Experience of salary schemes Knowledge of PAYE and NIC Local Authority Pensions experience	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.