

Job Description

Department: Central Services
Post: Payroll Manager
Responsible to: Chief Financial Officer
Salary: P01 (£37,336 - £41,418)
Dated: February 2024



Purpose of the role

To contribute toward the creation of transformational schools through the provision of expert advice, guidance and support to school and trust leaders.

To work with our third-party payroll provider to deliver an effective Payroll service to all the Nova Education Trust (NET) employees.

To set up and manage effective reporting, monitoring and checking systems to ensure issues are identified and handled in a timely manner and to be able to provide advice to staff on payroll queries related to salary changes, tax, national insurance, pensions and salary sacrifice schemes.

To communicate and liaise schools regarding all payroll related transactions.

To lead on and support MAT business development and improvement projects.

To work within a small team of Finance and HR professionals and continually strive to improve systems and processes to ensure NET is an employer of choice.

Key working relationships

To be a trusted Payroll Manager working with key stakeholders including:

- Trust Executive team including the CFO
- Central Services Team including the Director of Operations
- Head Teachers, School Business Managers, School Budget Holders and School Finance staff
- School Governors and external contacts such as the local authority
- Third party payroll provider
- Contractors and suppliers

Responsibilities

- To manage the monthly payroll process to ensure that all staff are paid in accordance with the Trusts contractual obligations with employees.
- To undertake robust monthly payroll checks to ensure that staff are paid accurately and in line with their contractual entitlements.
- To provide accurate and timely reports as required.
- To lead on the investigation of payroll issues and resolve with the third-party payroll provider as appropriate.
- Work with our third-party payroll provider to ensure effective service delivery, identifying and implementing process and system developments.
- Resolve issues and answer payroll/pensions-related questions from employees.
- Oversee processing of payroll variations including new starters, leavers, changes to hours and changes to salary.

- Devise and implement processes and procedures to ensure effective reporting for overtime and expense claims.
- Assist the Central team with redundancy pay and salary safeguarding calculations.
- Ensure compliance with relevant laws and internal policies and ensure plans and processes are in place for changes in legislation.
- To manage the pension administration processes for both TPS and LGPS
- Ensure the completion of TPS monthly returns and ensure that accurate pension records are kept.
- Lead the collation and submission of pension service details to TPS for employees.
- Assist with the completion and submission of the LGPS monthly and annual returns.
- Prepare and process P11Ds and advise the CFO of any changes to legislative requirement and compliance.
- Management of Court Orders and other payments.
- Lead the implementation of and administer the employee benefit schemes and provide advice and support to employees as required.
- Collaborate with both the Human Resources (HR) and Finance teams on both business as usual and system development and improvements projects.
- Undertake National Minimum Wage Reviews and ensure processes are in place to update the payroll systems so pay is in line with government regulations.
- Lead and manage the contract with the third-party provider
- Support the preparation of payroll provider tenders and manage the implementation of any changes to the provider as necessary.
- Lead ad-hoc payroll related projects such as the development of reporting systems working with the Trust Management Information and Data Team.

Generic Responsibilities

- Contribute to the effective working of the Central Services Finance Team by participating in team meetings and suggesting improved ways of working.
- Participate with performance management and training and activities that contribute to personal and professional development.
- Provide a high standard of customer service in all dealings with all internal and external contacts.
- Be prepared to work flexibly during busy periods.
- Be prepared to travel to Schools across the Trust as and when required.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust.

Person Specification

	Essential	Desirable
Education and Qualification	At least 5 GCSE's or equivalent which must include Maths and English Language.	CIPP qualification. A Degree level qualification.
Knowledge & Experience	<p>Significant experience in a payroll manager role with either an in house system or working with a third party provider.</p> <p>Substantial experience of using complex computerised payroll systems involving all aspects of payroll.</p> <p>Experience of providing advice and handling queries, by phone and email, from a large number of staff.</p> <p>Comprehensive payroll knowledge to calculate Tax, NI, SSP and SMP and deal with complex employee pay queries.</p> <p>Experience of managing the administration of employee pensions</p> <p>Experience of designing and implementing internal controls and audits.</p> <p>Experience of managing pension returns.</p>	<p>Working in an educational environment</p> <p>Experience of using MHR iTrent Payroll system</p>
Skills and Abilities	<p>Ability to communicate effectively both verbally and in writing with a range of different audiences</p> <p>Excellent customer service skills</p> <p>Ability to work as part of a team</p> <p>Pro-active and positive approach to change and continuous improvement</p> <p>Good IT skills, especially Excel and payroll systems, and the ability to manipulate data.</p> <p>Excellent attention to detail and highly numerate.</p> <p>Professional presentation skills</p> <p>The aptitude to effectively manage your own workload in a fast-paced environment.</p> <p>Ability to organise, lead and motivate other staff</p> <p>Ability to advise and guide in decision making situations</p> <p>Good problem solving skills</p> <p>Highly motivated</p> <p>Commitment to safeguarding and promoting the welfare of young people</p>	