



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

- Post title: HR PAYROLL/PENSIONS ASSISTANT
- Responsible to: HR Office Manager through the Payroll Officer and accountable to the Human Resources Directorate.
- Purpose: 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.
- Main Core Duties:
- With direction from the Payroll Officer, assist with pay inputs are processed in an accurate, compliant and timely manner for the production of several Trust payrolls and resolving queries promptly and efficiently.
 - Collection of pay related information ready for input to the monthly payroll ensuring that the deadlines agreed in the Service Level Agreement.
 - Assist with the administration of all claims for extra payments and deductions. This will include working with Academy sites regarding overtime and additional hours payments/deductions are duly authorised.
 - Creation and distribution of annual and incremental pay statements.
 - Ensuring all payroll information and records are maintained and filed on personnel files in accordance with statutory requirements, including Maternity, Paternity, Adoption and Sick pay and P60, P45 and Starter Checklist forms for example.
 - 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, child vouchers and attachment to earnings for example.

- Preparing 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.
- Liaising with employees, outsourced payroll service provider and pension authorities to resolve any anomalies or discrepancies relating to pensions.
- Ensuring that confidentiality and data protection is not breached and personnel filing is kept up to date.
- Any other duties deemed appropriate to the role.

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.

Whilst every endeavour 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.