

River Learning Trust

Job description:	Trust Payroll Officer
Date last reviewed:	Jan 2021
Grade of post:	Grade 8
Contract terms:	Permanent Part time c. 60% FTE which could be, 3 days per week, all year round.
Location:	Trust Central Office, Gosford Hill School, OX5 2NT
Line Manager:	Payroll Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

To work within the Trust HR team, providing support and guidance to a range of Trust schools in all aspects of payroll including support with the payroll system and liaising with our payroll provider. To provide back up to the Trust Payroll Manager.

This role will involve some travel to schools within the Trust (within Oxfordshire).

Main Responsibilities:

- Act as a first point of contact to all schools for payroll queries within the Trust, providing advice, support and guidance to line managers and staff on payroll procedures ensuring the correct processes are being followed
- To work as an expert on using the payroll system, supporting schools, answering queries and ensuring accuracy of inputting at school level. Supporting schools and training where necessary.
- Liaising with school based colleagues over the completion of relevant documentation, changes in payroll and inputting of claims for lunch duty, overtime, expenses etc, to ensure all payroll deadlines are met.
- To support schools with payroll calculations such as calculating salaries according to grade, hours, weeks worked, paid holiday etc
- To work with the Payroll Manager and assist with the preliminary check cycle, working with payroll providers and schools to review files, resolve and discrepancies and get final sign off from school to ensure staff are paid correctly every month
- Assist the Payroll Manager with the administration of the Trusts childcare voucher processes and other salary sacrifice scheme such as the cycle to work scheme, including inputting into the payroll system,
- To assist the Payroll Manager with the monthly administration tasks involved with the Teachers Pension and Local Government Pension schemes.
- To assist Payroll Manager in regular salary reviews and carry out general housekeeping checks on a monthly basis - Starters, leavers and contractual changes)
- Working with the payroll manager on regular reviews and audits on data held within the payroll system to ensure employees are paid correctly and in line with Ts and Cs.
- To work with the Payroll Manager to create training documentation, workshops and guide notes where applicable

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- Working with the Payroll Manager, review and revise payroll policies, procedures, documentation, internal controls and systems as required to ensure the payroll function and service is continually improved.
- Maintain employment records, ensuring compliance with Data Protection Act / GDPR and act with discretion and confidentiality at all times

General responsibilities as part of the Trust Central Team

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.

River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification: Trust Payroll Officer

Specification	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> • Very good numeracy / literacy skills 	
Relevant Experience	<ul style="list-style-type: none"> • High level of numeracy skills. • Experience in working in a role supporting other professionals, and giving guidance on specific processes. • Experience and knowledge of payroll systems and implementations. • Experience of working in a varied and busy payroll role. 	<ul style="list-style-type: none"> • An understanding of payroll processes and legal requirements. • Knowledge of teachers pensions and LGPS • Experience of working in a School environment.
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Demonstrable experience in the use of Word and Google. • Demonstrable experience in the use of advanced excel and be able to; <ul style="list-style-type: none"> ○ Filter and sort large volumes of data ○ Utilise pivot tables to summarise data ○ Format cells to manipulate data ○ Utilise v-look ups to merge sheets • The ability to get to grips with new IT systems quickly. • Effective interpersonal skills • Effective written and verbal communication skills • Ability to work under own initiative and as part of a team • Strong organisational skills, including ability to meet deadlines • Accuracy and attention to detail • Ability to ensure that customer requirements are satisfied • Ability to improve processes and procedures that lead to better ways of working. 	<ul style="list-style-type: none"> • Ability to produce reports and other complex documents • An ability to interpret complex financial data
Special Requirements	<ul style="list-style-type: none"> • An interest and willingness to develop new skills • Ability to handle confidential material • A flexible approach to duties 	<ul style="list-style-type: none"> • Access to own transport (car) to enable travel to schools within the Trust.