

BMAT Payroll Assistant

Based at the Beal Campus - IG4 5LP

36 hours per week, 52 weeks per year

LBR Scale 5 - 7, £ 27,807 - £ 34,341 per annum dependent on experience

Benefits Include:

Benenden Private Healthcare - as a taxable benefit – responsive medical care which may be extended to include family and friends

Generous leave for full-time support staff

Two weeks' full pay paternity leave

Retained STPCD 2012 including automatic main scale progression for teaching staff

16% PPA minimum for teaching staff

Access to Teachers or Local Government Pension scheme

Busy Beacons - Access to an on-site, non-profit, term time only nursery for school staff (opening 2023-24)

Staff forum

A focus on staff well-being and welfare – Carnegie Gold Mental Health Award status

24/7 Employee Assistance Programme – 365 days a year helpline and additional support with legal, financial advice and counselling

Investment in training and professional development including NPOs

A range of career opportunities across the Trust

Free access to a fully fitted on-site fitness suite on both campuses

EV installation programme 2023

Cycle to work shower facilities

Team building and sports events to build cohesion and BMAT community

Winter well-being holiday

Free on-site parking

Free hot drinks

Access to 'Beacon Bargains' our online swap shop for staff to give away, sell and swap items between them

Beacon Academy Trust are currently seeking to appoint a committed and competent Payroll Assistant due to the expansion within our Trust

The successful applicant will have:

- Excellent time management skills and be able to use their own initiative
- Excellent communication and interpersonal skills
- Proficient in Microsoft Excel packages
- Passion for payroll and be highly motivated



The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

We are pleased to announce that Beacon Multi Academy Trust will be working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Overall Responsibilities

To provide a professional, effective and efficient payroll support services for the Beacon Multi Academy Trust.

General Duties and Responsibilities

Key Payroll Responsibilities/Accountabilities:

- To work closely with the Payroll Manager to deliver an on time and accurate payroll function to the business. The payroll assistant will support the processing end to end monthly payrolls for circa 500 employees, by:
- Maintaining payroll information by collecting and processing data, checking and ensuring all payroll forms and pay actions e.g. new starters, leavers, pay changes, claims and expenses are processed correctly
- Processing HMRC tax code and student loan notices, managing the auto-enrolment function including enrolling new members, adjusting contributions, reporting to LGPS, TPS and NEST
- Processing Pensions, Holiday Pay, SMP, SSP and other deductions (must understand manual calculations) and calculating monthly payroll, including preparing reports and exporting data to excel for analysis and approval purposes
- Processing monthly adjustment time sheets
- Resolving payroll discrepancies and answering pay queries
- Supporting the Payroll Manager with in year real-time information submissions to HMRC and final year end submissions, including the completion of employees' P60s
- Conducting compliance checks on a regular basis
- Supporting the month end processes, statutory returns and year end processes
- Post monthly payroll journals and monthly recharges through the finance ledger
- Liaising with internal and external auditors for all pay related queries
- Manage financial administration procedures (i.e. filling, archiving) and improve processes
- Maintain payroll best practice and statute by writing and updating policies and procedures and advising management as necessary
- Maintains employee confidence and protecting payroll operations by keeping information confidential and compliant to GDPR.
- To support with ad-hoc duties



The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
Foundation level Payroll qualification e.g. AAT or CIPP or equivalent	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Level 2 Qualification at grade C or above in English, Maths	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advanced level AAT qualification or CIPP degree	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge / Skills / Experience				
Proven recent relevant experience of working within a busy finance environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previous payroll experience	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A good understanding of the Payroll function and duties of a school/academy	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent IT skills, and proficient in the use of Microsoft Excel	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate experience of providing effective payroll support.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of using payroll and finance systems and procedures.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attributes				
The ability to adapt to both varying tasks and those of a routine nature.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The ability to undertake a wide range of payroll and administrative tasks.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The ability to absorb information readily and speedily and work under pressure.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The ability to respond effectively to staff, outside agencies, the Local Education Authority, general public at all levels, both in person and over the telephone.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work well within a team, and support colleagues	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reliable, respectful and confident	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A good understanding of the need for confidentiality and secure financial systems.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to and understanding of equal opportunities.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility as the role may require working between schools within the Trust.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adhering to all BMAT policies and procedures	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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Enhanced DBS Disclosure is required for this post.

