





**Welcome from the CEO**

Sept 2019

Dear Applicant,

Thank you for taking an interest in the part time Payroll Manager’s vacancy based at Central Services. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



**John McNally**

CEO

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School, Beech Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust.  As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

* Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
* Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
* Ensure our staff are happy at work, taking pride in students/pupils progress and development;
* Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
* Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we’d love to hear from you.



**Payroll Manager Role Profile**

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| ­Role Title | Payroll Manager | ***Reporting to*** | Director of Operations |
| ***Section*** | Operations – Human Resources |  |  |
| ***Contract type*** | Permanent, 22.5 hours per week, all year round.  Some flexibility in hours is required (e.g. occasional evening meetings).  Flexible to work across all school sites with the MAT. | ***Band*** | I |

# Part A – JOB DESCRIPTION

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| ***Overall purpose of role*** | Manage a comprehensive, professional and customer focused Payroll service across the Trust’s schools in accordance with SHARE Objectives, Policy and Procedures and legislative requirements to meet operational needs. |
| ***Safeguarding Requirements*** | This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.  Applicants MUST complete the MAT’s standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the headteacher. |

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| ***Key Outputs*** |
| 1. Ensuring that each stage of the payroll process complies with due processes and procedures |
| 1. Paying all staff correctly, on a monthly basis |
| 1. Ensuring that correct payments are made, and appropriate information is provided, to the MAT’s pension schemes, HMRC and other statutory bodies |
| 1. To ensure effective communication channels are in place both within the team and with the MAT generally in relation to payroll and pension matters. |
| 1. To ensure the provision of an effective, accurate and timely payroll process. |
| 1. To ensure compliance with all statutory requirements of PAYE and pension schemes and to ensure accurate and timely reporting as required by HM Revenue and Customs, Real Time information and pension scheme returns. |
| 1. To lead the development and enhancement of Payroll and Pension system processes, to provide an efficient and effective service to employees throughout the MAT. |
| 1. To manage the interface between the Payroll system and the main accounting system ensuring financial integrity. To exercise financial control; monitoring; reconciling and reporting information to relevant bodies. |
| 1. To develop and implement MAT wide policy and procedures related to payroll and pensions, liaising with senior management, directors and the auditors where appropriate. |
| 1. To liaise with the MAT pension providers and pension matters and disseminating information to managers and staff within the university. |
| 1. To undertake all aspects of line management responsibilities for any members of staff reporting in to this position: includes recruitment, performance management, personal development, absence management. |
| ***Dimensions*** *(Financial/Statistical/Mandates/Constraints/No. of direct reports)* | |
| * Range of Teachers / Support Staff of 500 to 1000. * Number of direct reports up to 5. * Number of sites – up to 12 | |
| ***Work/Business contacts*** | |
| **Internal:** All teachers and support staff to advise; Teacher and Support Staff unions and Professional Associations; senior staff across the Trust to plan and exchange information; and Directors to provide reports. | |
| **External:** Department for Education, HMRC**,** Teachers’ Pension Agency, West Yorkshire Pension Agency (or equivalent), Solicitors, Auditors. | |

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| ***Expertise in Role Required (At selection - Level 1)*** | **Essential or**  **Desirable** |
| 1. Fully CIPP Qualified and a current active member of the CIPP. | Essential |
| 1. Educated to degree level or equivalent. | Desirable |
| 1. Proven experience of delivery of wide range of Payroll services in the operational field. | Essential |
| 1. Proven ability to interpret and provide advice to managers on a diverse range of Payroll issues including tax law and pensions. | Essential |
| 1. Previous experience of successfully leading a team. | Essential |
| 1. Excellent Communication skills both written and verbal. | Essential |
| 1. A proven track record of managing a highly effective Payroll and/or Pension office to include a working knowledge of statutory requirements affecting PAYE | Essential |
| 1. A strong understanding of manual and computerised payroll systems and principles. | Essential |
| 1. Excellent standard of written and oral communication skills. | Essential |
| 1. Ability to interpret and to reconcile complex financial data from a variety of sources using tools such as Microsoft Excel. | Essential |
| 1. Proven experience of TUPE transfers | Essential |
| 1. Strategic and hands-on approach. | Essential |
| 1. Commitment to providing customer focused service | Essential |
| 1. Experience of education sector. | Desirable |
| 1. Self-motivated, dynamic individual with a flexible approach to work. | Essential |
| 1. Ability to prioritise workloads effectively, balancing conflicting deadlines and achieving results and deliverables within fixed timescales | Essential |
| 1. Ability to work effectively under pressure. | Essential |
| ***Other (Physical, mobility, local conditions)*** | |
| 1. Has the ability to travel around the MAT area (and when required throughout the UK). | Essential |
| 1. Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. | Essential |
| 1. Has a full current UK/European Driving Licence. | Essential |
| 1. Has access to a motor vehicle and is prepared to use it for business purposes. | Essential |

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| ***Expertise in Role - After initial development - Level 2*** |
| * Has detailed and up to date knowledge of best professional practice and changes in relevant legislation. |
| * Has detailed knowledge of MAT and school structures and organisation. |
| * Has successfully developed contacts with people, both internal and external. |
| 1. Has successfully contributed to a range of corporate initiatives. |

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| ***Expertise in Role (Advanced - Level 3)*** |
| * Has been actively involved with the development and implementation of corporate (MAT) initiatives. |
| * Is used by colleagues as an expert source of information on issues relating to Payroll. |
| * Has identified and utilised good practice within the MAT, other education organisations and external bodies to improve service delivery. |

**Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.** **Candidates will be assessed against the job description and expertise profile from evidence provided in their application form, references and a selection process (including interview).** **Where criteria are to be identified through the Selection Process, this may involve written exercises, group discussions, presentations, interview etc.**

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| Signatures |
| Approved by: CEO    Approved by: Post Holder/or Representative |

To apply, please contact Lynn Aston at [lynn.aston@sharemat.org](mailto:lynn.aston@sharemat.org)

Or call for an application pack on 01484 508179

Closing date: 14th October 2019 at 9.00am