



Payroll Administrator Job Description

Job Title:	Payroll Administrator
Location:	Shared Services – Calverton
Salary:	The Redhill Academy Trust Pay Scale, Band 6 £17,496 – £19,312
Hours of Work:	37 hours per week Between the hours 8.30am – 4.30pm (4pm on Friday) All Year Round
Responsible to:	Senior Payroll Officer
Post Objective:	To provide a high quality payroll administration service for all Redhill Trust employees in line with the Trust's internal financial controls.

Main Duties and Responsibilities:

1. Accurate input of data provided to Dataplan to ensure that appropriate employee starter/transfer/variation/leaver details, gross payments, PAYE income tax, National Insurance (N.I.), pensions and other deductions are correctly paid by staff in accordance with statutory and contractual requirements.
2. Accurate input of monthly payroll adjustments by the required deadlines.
3. Liaise with appropriate staff within HR and individual Academies in cases where payroll input is incorrect, anomalous or incomplete for immediate remedial action
4. Check and validate the results of 'provisional' payroll runs with reference to exception reports, and taking appropriate remedial actions to achieve accurate final payslips.
5. Prepare and validate monthly staff returns received from academies prior to uploading to Dataplan. Check and analyse exception reports and correct details on system if necessary.
6. Calculate, input and check occupational/statutory parental pay and occupational/statutory sick pay (OSP/SSP). Complete required statutory forms to send to employees within specified timeframe.
7. Consolidate expense claims and upload to Dataplan
8. Consolidate Timesheet information and upload to Dataplan



9. Prepare and submit monthly leaver details to Dataplan.
10. Validate and process Third Party Payments to Dataplan
11. Log and respond within specified timescales to incoming payroll enquiries, forms and correspondence from employees and other organisations, in compliance with Data Protection Act.
12. Scan and file payroll documents electronically in appropriate folders for access by team members for pay and audit enquiries.
13. Send payslips/P45s by the contractual pay date following the employees' last day of service.

General

- To uphold and actively support the Trust's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.