



CLAYESMORE

D O R S E T

Job Title **Payroll Administrator**

Responsible to **Head of Finance**

Role Overview

The primary purpose of this position is to ensure accurate and timely preparation of the School's payroll and administration of associated benefits.

Core Responsibilities and Duties

Responsible for a monthly payroll of approx. 420 employees, ensuring accuracy and timeliness.

Processing:

- Check, calculate and input timesheets.
- Process any employee pay related changes as notified by HR Manager, eg allowance updates, absence adjustments (sickness/holiday).
- Process salary deductions as authorised by HR Manager/HOF, eg CCJ's, staff fees from salary, staff rents.
- Update employee tax codes, student loan details and any other data as notified by HMRC.
- Check and reconcile payroll reports and control accounts (PASS).
- Timely closure of the Payroll module in PASS at calendar month end.
- Issue payslips by email/print.
- Prepare accurate and timely monthly BACS payment request for employee salary payments – liaison with Purchase Ledger Administrator.
- Prepare accurate and timely monthly BACS payment requests for PAYE/NI to HMRC and pension contribution payments to multiple pension providers and other relevant bodies.
- Prepare and submit monthly RTI data and tax year end data to HMRC.
- Issue P45 to leavers and P60s to current employees at end of tax year.
- Prepare P11Ds for qualifying employees for submission by regulatory deadline (liaison with Tax advisors as required).
- Prepare class 1/1A NI payment for authorisation and submission in accordance with HMRC deadline.
- Ensure uplifts of PAYE and National Insurance details are input correctly into PASS.
- Input into streamlining of payroll and associated processes, including increased automation, in liaison with HOF/HR Manager.

- Answering queries from employees.
- Liaison with HMRC, WCBS, pension providers etc. in answering queries.
Ensuring effective confidential filing and archiving process for payroll documentation.

Reporting:

- Ensure submission of National Statistics, Annual Census, ISBA-related benchmarking surveys, Death in Service etc. in accordance with regulatory requirements.
- Liaise with HR Manager to produce and submit annual Gender Pay Gap Reporting within submission deadlines.
- Maintain monthly payroll related spreadsheets, as required by HOF eg Payroll By Department, Allowance details etc
- Maintain and submit monthly payroll recharges to Finance Team Leader
- Provide information/reports to HR Manager, HOF and DFO when requested.

Disclosure & Barring Service:

- Submit the Disclosure and Barring Service checks on-line through umbrella agency for new staff, as requested by HR.
- Monitor progress of DBS checks, ensuring that the account has sufficient funds to cover this.
- Barred list check via TPS website for all new staff.
- Liaise with HR regarding progress updates.

Pensions:

- Processing of Teachers' Pension Scheme (TPS) (or equivalent) for academic staff and Scottish Widows for support staff.
- Ensuring staff are auto-enrolled as appropriate.
- Arranging visit from pension advisors as required by the School.
- Liaise with non-pension enrolled staff members re-joining scheme.

Additional Responsibilities:

- Liaise with HOF and HR Manager to ensure that the School remains compliant with any statutory parameters and reporting submission deadlines.
- Liaise with HOF to ensure knowledge of legislative change is up to date by reading HMRC and WCBS bulletins and attending webinars where available.
- Provision of payroll and employee benefit data as required, to assist with budget preparation.
- Assist in preparation of payroll and employee data and statistics, for benchmarking and governor reporting, as required.
- Assisting Finance Team Leader with monthly/termly disbursements as required.
- General ad hoc office duties.
- Undertake other duties consistent with the role, as may be determined by the HOF from time to time.

Person Specification

Essential

- Embody the values of Clayesmore
- AAT qualified or other equivalent level payroll qualification
- Proven ability to work with highly confidential information
- Proven experience in responsibility for monthly payroll and associated employee benefits

- Ability to effectively communicate; liaising with employees, colleagues, management and external services
- Effective time management skills
- Ability to be flexible and adaptable to changing circumstances
- Attention to detail, with a methodical, logical approach
- Ability to prioritise own workload in order to meet deadlines
- Ability to collaborate as part of the Finance Team and more widely across the school
- Excellent attendance and punctuality
- Courteous, friendly and approachable, actively encouraging and supporting staff and colleagues

Desirable

- Member of CIPP
- Experience of using PASS accounting system
- Experience of working within a school, or education sector
- Experience of preparation and submission of Tax Year End Reporting Requirements of HMRC

Contractual Information

- This position is all year round (Not Term Time Only).
- Standard office hours are 9.00am to 5.00pm Monday to Friday, with up to one hour unpaid for lunch break each day. 35 contractual hours per week. Some extended hours may be required at such times as month end or year end, for which time off in lieu will be given.
- Holiday entitlement will be 30 days per year (1 September – 31 August), plus 8 bank holidays. You may be required to work any public holiday when the School is open, for which time off will be given. The School reserves the right to designate up to 5 days per holiday year in order to facilitate School closure, usually over Christmas.
- Benefits include a free lunch-time meal, free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme with a current contribution from the School of 8% of your salary.
- Membership of the Clayesmore Society and associated member benefits.

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(Job Holder)

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(Human Resources Manager)

Date:

Date:

Date reviewed:
Reviewed by:

December 2019
Head of Finance/ Director of Finance & Operations/ HR Manager