



### **JOB DESCRIPTION – Payroll Administrator**

**Reports to:** School Accountant

**Responsible to:** Bursar

**Relates to:**

Teaching and non-teaching staff

External contacts and agencies relating to the payroll and pensions functions

#### **Job Summary**

St Edward's is an independent co-educational boarding school with around 680 pupils aged 13 to 18 and over 400 employees. Our monthly payroll is processed in-house using *Payroll Plus*, part of the *PASS* software system, on which training will be provided..

The school's two Payroll Administrators are responsible for managing the school's payroll operations, ensuring that each stage of the payroll process is actioned properly; that all staff are paid correctly; that appropriate and accurate information is provided to the School Accountant and that correct information and payments are made to HMRC, pension providers and other statutory bodies.

#### **Tasks and Responsibilities**

Tasks will be shared with our existing Payroll Administrator. Working together, the Payroll Administrators will:

- input data relating to staff payments into the payroll database on a regular basis, ensuring that staff are paid on time and receive the correct payments.
- ensure that correct payments, reports and returns are made to HMRC, the school's occupational pension providers and other statutory bodies.
- carry out month and year end processes essential for statutory and other returns.
- ensure the school's Childcare Voucher Scheme is operated efficiently, that all deductions are reconciled and correct payments made to the scheme provider.
- deal with enquiries from staff and external contacts and agencies, either in person, by telephone or in writing.
- conduct regular checks to ensure the integrity of the payroll database, updating data as necessary and ensuring that the payroll database is working properly and that problems are identified to the School Accountant and/or the IT department.
- maintain up to date and comprehensive guidance notes on using the payroll database.
- prepare budgetary information from the payroll as required by the School Accountant and provide support to the School Accountant during the annual budgeting process.
- reconcile all payroll payments to the financial ledger.
- in conjunction with the School Accountant and HR Manager, plan the best way to implement legislative changes and ensure that standard procedures are developed to support any such changes.
- participate in any projects to develop the payroll processes and database, taking a lead on identifying improvements and playing a key role in implementing any resultant changes.
- liaise closely with colleagues in the Accounts Department to ensure that monthly reconciliations for budget control purposes are undertaken and preparing journals for any corrections required.

*The Payroll Administrator will be required to undertake any other duties appropriate to the role, as required by the School Accountant.*

**Start date**

We would like the successful applicant to start work in January 2015.

**Hours of work**

Hours of work are 37.5 per week, Monday to Friday, excluding lunch break. A flexible attitude is required regarding hours of work, to meet the demands of the position.

**Salary**

The salary payable will be £28,641 per annum.

**Holiday**

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1 September to 31 August. All holiday, unless in exceptional circumstances agreed by the School Accountant, should be taken during the school's holiday periods. This is normally one week at Easter, three weeks in the Summer and, as the school closes completely over Christmas/New Year, you will be required to take 5 days of your holiday entitlement to cover this period.

**Pension**

The role is eligible for membership of the school's pension scheme for non-teaching staff.

**Probationary period**

The appointment is subject to a probationary period of three months.

**Sickness benefit**

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for one month.

**Confidentiality and data protection**

A strict code of confidentiality must be adhered to at all times.

**Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.

It is a requirement of the Children Act and Care Standards Regulations that all employees of the school must undergo full recruitment checks, including references from previous employers, a health requirement and an enhanced disclosure from the Disclosure & Barring Service.

**Miscellaneous**

Free lunches are available during times when the school's kitchens are in operation. Following successful completion of their probationary period, staff may use the Oxfordshire Health & Racquets Club (which is situated on the school site) although this is not a contractual entitlement.

**Health and safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

**PERSON SPECIFICATION - Payroll Administrator**

Headings	Essential Qualities	Desirable Qualities
Personal Circumstances	Able to work flexibly and work the necessary hours to meet the demands of the position	
Personal Attributes	<p>A positive and good humoured nature</p> <p>Ability to deal with sensitive matters professionally and confidentially</p> <p>Accuracy and an eye for detail, with a meticulous, systematic approach to problem solving</p> <p>Excellent organisational skills</p> <p>Ability to work on own initiative and to tight deadlines</p>	
Educational qualifications	<p>A recognised payroll qualification</p> <p><b>or</b></p> <p>A recognised accountancy qualification</p> <p><b>or</b></p> <p>Proven equivalent professional experience</p>	
Skills, abilities and experience	<p>A proven track record in a payroll post in a medium sized organisation, including the use of a computerised payroll system involving all aspects of payroll</p> <p>A detailed knowledge of payroll systems, taxation / national insurance rules and pension scheme administration.</p> <p>A good understanding of accounting principles and their application to payroll</p> <p>Proven experience of producing payroll related management information reports</p> <p>Ability to summarise and interpret complex information using oral and written methods to meet the needs of a diverse audience.</p>	<p>Experience of operating a payroll in an educational establishment</p> <p>Knowledge of salary sacrifice schemes</p>

**PERSON SPECIFICATION - Payroll Administrator (continued)**

<b>Headings</b>	<b>Essential Qualities</b>	<b>Desirable Qualities</b>
Skills, abilities and experience (continued)	Demonstrable previous responsibility for the operational planning, organisation and co-ordination of a number of time-critical processes and procedures.  IT literacy: proficiency in the basic functions of MS Word and experience of using MS Excel at an intermediate to advanced level	
Child protection	Commitment to the protection of children and young people.  Willingness to work within the school's Child Protection guidance for staff and follow relevant organisational procedures.	