

## **Payroll Officer**

### **Job Description**

Reporting to the Trust's Accountant the role encompasses payroll operations across the whole Trust and supporting the administration of HR.

The Payroll Officer manages Landau Forte Charitable Trust's payroll operations ensuring that each stage of the payroll process is successfully completed, that all employees are paid correctly and appropriate information provided to the pension schemes, HMRC and other statutory bodies in a timely manner.

Duties include:

#### ***Payroll:***

- Leading the end to end payroll processing for all academies within the Trust;
- Liaising with Academy Principals and Business Managers to complete the payroll in an accurate and timely manner;
- Maintaining payroll records in accordance with agreed procedure;
- Liaising with staff and management on payroll related queries;
- Preparation of ad hoc reports as required;
- Dealing with associated payroll calculations and payments for SMP, SPP, SSP etc;
- Organize and coordinate fiscal and calendar year end processing of payroll including HMRC returns;
- Enforcing established payroll related policies, procedures and regulations;
- All associated tasks with administering pensions and auto-enrollment;
- Responsibility for the Trust RTI submissions;
- Leading on and implementing relevant upgrade and maintenance works to the Payroll/HR system;
- Processing monthly expense payments and reconciling on a monthly basis to the financial ledger;
- Administration of the Trust's private health care and other employee benefit schemes; and
- Keeping up to date with changes to tax, pensions, and payroll practices for implementation across the Trust.

#### ***HR:***

- Liaising with the Trust's HR advisors, as directed;
- Supporting the implementation of the Trust's HR policies and procedures; and
- Overseeing the generation of contracts and amendments through the HR system.

Other ad-hoc duties as directed.

## Person Specification

	Essential	Desirable
<b>General</b>		
Attention to detail and appreciation of need for accuracy when dealing with complex tasks	✓	
Ability to handle multiple priorities and use initiative to solve problems with achieve deadlines	✓	
Ability to work with integrity and discretion in an environment with high levels of confidentiality	✓	
A good communicator who can work well within a team	✓	
Skilled in the use of ICT especially Microsoft Word and Excel	✓	
Reliable and punctual individual who can react to changing circumstances	✓	
Willingness to embrace new challenges and work outside comfort zones	✓	
Ability to be hands on but also able to work on strategic projects	✓	
Be prepared for occasional travel between Company sites	✓	
Knowledge of the Education sector		✓
Experience of PS Financials		✓
<b>Payroll &amp; HR</b>		
Proven experience of running multi-site payroll	✓	
Experience of dealing with different pension schemes and an understanding of procedures involved when calculating and deducting contributions	✓	
Experience of payroll processes, with regards to the calculation of PAYE/NIC	✓	
Experience of calculating salary adjustments based on working patterns	✓	
Experience of RTI procedures	✓	
Experience of dealing with P11D expenses	✓	
Ability to prepare month-end and year-end reconciliations	✓	
Basic knowledge of HR requirements within an organisation	✓	
In depth knowledge of LGPS and TPS		✓
Experience of Frontier chris21 system		✓
Appropriate advanced level payroll qualification		✓