

Payroll Manager Job Description

Whole time 37Hrs Grade 8 SCP 28-31 £24,964-£27,668

Reporting to: Finance Director

PURPOSE OF JOB

Due to the continued success and expansion of NELT an exciting opportunity has arisen for a Payroll Manager. Working as part of the Finance team, the individual will be responsible for the monthly preparation of the NELT payroll covering eight academies within the Trust. Reporting to the Finance Director the role requires a high degree of accuracy ensuring quality financial information is provided and accurate accounting records are maintained in accordance with Trust procedures and statutory obligations.

JOB OUTLINE/KEY RESULT AREAS

- Operate and maintain the payroll software/system
- Independently process end to end payroll processing
- Maintaining accurate payroll records
- Reconcile monthly payroll changes
- Manage all pension schemes
- Manage all third party payments (e.g. HMRC, Union fees etc.)
- General Finance duties
- Communicate and liaise with nominated HR representatives

MEASURES OF SUCCESS/STANDARDS OF PERFORMANCE

- Accurate payroll calculation, minimum errors
- All allocated control accounts reconciled on a monthly basis.
- Timely payment of payroll
- Prompt completion of payroll process

ENTRY LEVEL REQUIREMENTS

- Experienced payroll practitioner, including experience of running an end to end payroll process.
- A recognised qualification in a payroll discipline.

TECHNICAL COMPETENCIES REQUIRED

- Knowledge of operating payroll systems (Experience of Carval Payroll would be advantageous)
- Excellent information technology skills, including payroll systems, spreadsheets and other Microsoft applications
- Experience in a payroll control environment and able to demonstrate understanding of technical payroll related issues
- Knowledge of teachers and local government terms and conditions

- Knowledge of teachers and local government pension schemes
- Knowledge and understanding of general finance duties

PERSONAL COMPETENCIES REQUIRED

- Ability to resolve and reconcile issues with limited supervision by identifying sources of errors, making retrospective corrections and ensuring that appropriate controls are put in place to prevent reoccurrence.
- Highly competent in analysis and interpretation of information.
- Strong interpersonal skills, particularly in developing relationships with internal customers.
- Prepared to take ownership of tasks and outputs, without requiring day to day supervision.
- Proactively seek improvements to controls and efficient processes

KEY RELATIONSHIPS

Internal

- All staff
- All pupils

External

- HM Revenue and Customs
- Suppliers
- Customers
- Parents
- Auditors
- Banks/external funders

DUTIES

1. Process monthly payroll for c. 800 staff.
2. Reconciliation of control accounts.
3. Input time sheets and other monthly changes
4. Preparation of reports to support managers
5. Miscellaneous project analysis
6. Year-end payroll process
7. Manage pensions, benefits and statutory returns
8. General finance duties

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

To participate in any staff review/performance and development process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

To comply with individual's responsibilities to ensure the health and safety of self and others.

The duties above are neither exclusive or exhaustive and the post holder may be requested by the Director of Finance to carry out appropriate duties commensurate with the grade of the post.