

Payroll Administrator

Job Description and Person Specification

JOB DESCRIPTION

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| JOB TITLE | Payroll Administrator |
| DEPARTMENT | People |
| LOCATION | Based in Falmer with occasional travel to other Trust locations |
| RESPONSIBLE TO | Payroll Manager To process all general administration including: |
| MAIN PURPOSE OF THE JOB | <ul style="list-style-type: none"> To provide a range of administrative support to enable the Payroll teams to deliver an efficient and effective, quality-driven, customer-focussed service, ensuring compliance with legislation, policy and best practice To provide first line advice and guidance to managers and employees |
| MAIN TASKS / KEY RESPONSIBILITIES | |
| 1.0 | Provide a range of administrative support to enable the Payroll team to deliver an efficient and effective, quality- driven, customer-focussed service, ensuring compliance with legislation, policy and best practice. |
| 1.1 | Process and administer the monthly payroll for all staff, including: <ul style="list-style-type: none"> Monthly claims and mileage, expenses input and reconciliation Absence input and reconciliation (including sickness, maternity, unpaid) Processing court orders and statutory payments, GAYE, childcare scheme deductions Processing monthly starters/leavers/salary changes Processing auto enrolment opt outs and opt ins, as well as notifying pension providers (e.g. LGPS, Teachers Pensions) of starter/leaver/change notifications for our LGPS providers and Teachers Pensions |
| 1.2 | Assist the Payroll Manager and /or Payroll Officer with month-end and year-end procedures and reconciliations (e.g. Payroll, HMRC / pension administration, etc.) |
| 1.3 | Run monthly reports to ensure data integrity of information entered into the Payroll system including gross to net reports, zero net pay reports, maternity / paternity calculations / sickness entitlement, monthly variances |
| 1.4 | Perform quarterly payroll audits to verify and update employee data in the HR and Payroll system (iTrent) |

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| 1.5 | Ensure that all data on manual and computerised payroll and pensions records is accurate and up to date, and that confidentiality is fully respected |
| 1.6 | To maintain electronic employee records across all people systems including archiving, in line with data protection requirements and the Trust's retention guidance |
| 1.7 | To produce regular statistical reports on HR information for key stakeholders (e.g. People Department, Executive Team, Principals) as required |
| 1.8 | Assist the Payroll Manager with new academy conversions, including data entry, parallel pay runs and payroll reconciliations, etc. |
| 2.0 | To provide first line advice and guidance to managers and employees |
| 2.1 | To be the first point of contact for the Payroll team, answering phone calls and advising and guiding managers and staff on a range of payroll and pensions issues, escalating any payroll issues which cannot be resolved to the Payroll Manager or Payroll Officer |
| 2.2 | To build effective working relationships with key stakeholders, including senior managers |
| 3.0 | Other duties |
| 3.1 | To undertake other reasonable duties as directed by your line manager |
| 3.2 | To carry out all activities in line with the Trust's Human Resources, Data Protection, Health & Safety and Equal Opportunities policies and the Trust's Financial Regulations |
| <p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p> | |
| Date: November 2020 | |
| Additional Information | |
| <ul style="list-style-type: none"> • All support staff posts are subject to a 26-week probationary period • This post is subject to an Enhanced DBS Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. | |
| <p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p> | |

PERSON SPECIFICATION

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they satisfy them, and their evidence of potential for developing the rest further. Most of the criteria must normally be met in order to qualify for selection.

| | ESSENTIAL | DESIRABLE |
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| PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS | GCSE Maths and English or equivalent | |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of pay and pensions administration (in a confidential office environment) • Experience of maintaining and keeping accurate pay and pensions records, both manually and electronically • Experience of providing pay and pensions advice and support | <ul style="list-style-type: none"> • Experience of working in an education setting |
| SKILLS AND COMPETENCIES | <ul style="list-style-type: none"> • Competent user of Microsoft packages including Word, Excel, Outlook • Excellent oral and written communicator • High levels of attention to detail and accuracy with standards of written work, typing and data entry • Highly organised and able to cope with/manage multiple projects/tasks • Able to work well independently and as part of a small team • Able to deal with basic employee issues and maintain confidentiality • Self-motivated with drive, initiative and high degree of pro-activity • Commitment to working as a positive and constructive team member • Commitment to Equal Opportunities | <ul style="list-style-type: none"> • Experience of using an integrated HR and payroll system (e.g. iTrent) |
| SPECIAL CIRCUMSTANCES | <ul style="list-style-type: none"> • Ability to travel to Trust sites and other locations for meetings, training, etc. | |