

TRUST PAYROLL MANAGER
FULL/PART TIME, PERMANENT (MIN 3 DAYS/WEEK, with flex)
Holiday Allowance dependent on service
SALARY: H9 - M1 (dependent on experience)

The post holder is required to perform the duties below. S/he will be responsible to the Trust Finance Lead and will demonstrate a genuine commitment to our Equality and Diversity policy, which reflects the rights and needs of our entire school community. The payroll team will be an area of development across our Trust as we explore greater convergence across all 10 of our schools in the payroll area.

This job description will be reviewed annually and there is an opportunity for performance related incremental enhancement which will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the CPFO's notice by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, Trust aims, policies and targets:

| TRUST PAYROLL MANAGER JOB DESCRIPTION FULL/PART TIME, PERMANENT | |
|---|--|
| Responsible to: Trust Finance Lead | |
| <ul style="list-style-type: none"> ● To be responsible for the accurate production of monthly payroll for all schools together with accurate submission of regulatory reports to pension providers and all regulatory bodies ● To process the monthly payroll information on external payroll provider (EduPay) for Trust staff and assist Trust Payroll Officer's if required ● To ensure correct processing of all pension returns including annual and monthly returns (EOYC etc) including actioning leavers on LPPA ● To assist with all employee and ex-employee payroll and pension queries ● To check and approve payroll journals from EduPay reports and ensure these are accurately posted on the Finance system (Sage Intacct) ● To support the HR team by contributing to the annual review of the Trust Pay Policy, ensuring that all scale point pay values are correct ● To update and maintain documented payroll procedures and Trust forms in line with Trust policies ● To assist the Trust Finance Lead with Budgetary information in regards to staffing and updating Access where necessary ● To act in line with the academy's financial procedures manual ● To LM Trust Payroll Officer(s) | |
| Key Responsibilities | |
| <ul style="list-style-type: none"> ● To ensure all claims for salary, overtime and expenses are arithmetically correct and authorised by approved personnel and are entered accurately on EduPay ● To ensure all changes in contracts plus starters/leavers information is recorded on EduPay ● To ensure that all unpaid leave and sickness pay is correctly recorded on EduPay | |

- To assist with pay variation calculations: back pay, maternity/paternity pay, holiday pay, unpaid leave etc and liaise with HR on these
- To check and approve monthly payroll reports by employee explaining variances for sign off by Headteacher
- To check, prepare and produce EOYC's for TP every year and check LPPA monthly and annual returns and ensure queries are dealt with efficiently and are completed to deadline
- To liaise with the Trust HR Team to ensure that all annual increments and other salary alterations/variations are authorised and implemented correctly
- To assist with routine payroll queries
- To ensure that all leavers' P45s are issued
- To check and approve payroll journals and posted to the finance system in a timely and accurate manner
- To check and record monthly payments to Inland Revenue, pension schemes, etc
- To supply accurate information for use by Trust and School leaders and stakeholders and external government bodies, as required
- To respond to external requests for salary information re individual employees e.g. bank/mortgage references
- To assist with accurate calculation and preparation of accruals, prepayments, deferred income and income due in relation to staff costs and assist the finance team on these monthly
- To assist the CPFO and Trust Finance Lead with collating evidence for External Audit as required
- Prepare accurate data for Ill Health insurance/Gender Pay Gap reporting for all schools
- Ensure correct procedures for auto enrolment are followed
- To assist with the salary information for Annual production of the Budget
- Any other ad hoc duties that the Trust Finance Lead may ask you to complete

Supervision

Day to day supervision will be carried out by the Trust Finance Lead

Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trust's appraisal procedures

Additional Duties: Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the CPFO to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with Trust policies.

Contacts

- There is frequent contact with teaching and support staff
- There is also contact with external organisations such as Pension companies and HMRC

Organisation Chart

CEO & CoCEO → CPFO → Trust Finance Lead → Trust Payroll Manager

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

The job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the CEO, CoCEO and CPFO