

Payroll & HRIS Officer

The Sir John Brunner Foundation Centre (Northwich)

Grade 7

SCP 18 – SCP 23

Job Description & Person Specification

Job Description

Reporting to

HR Manager

Purpose of the role

To deliver an effective payroll, pensions and HR Information Services. This role is responsible for managing the outsourced payroll service provider, ensuring accuracy, compliance and timely delivery of payroll services.

Main responsibilities

Payroll Management

1. Ensure accurate and timely processing of payroll for all employees, including teachers, support staff, and casual workers.
2. Review payroll submissions, ensuring compliance with relevant legislation, regulations, and trust policies.
3. Act as the primary point of contact for payroll-related queries and escalations.
4. Liaise with Finance and wider HR teams as necessary
5. Maintain expertise in payroll matters
6. Ensure processes and procedures are effective in conjunction with the HR Manager

Pensions Administration

1. Manage the administration of pension schemes for employees, including auto-enrolment, contributions, and compliance reporting.

2. Liaise with pension providers and relevant authorities to ensure accurate and timely pension administration.
3. Maintain good knowledge of current and forthcoming matters relating to pensions from a statutory, regulatory and scheme specific perspective.

Reporting & Analysis

1. Ensure the effective maintenance of employee records in the HRIS, ensuring data accuracy, integrity, and confidentiality.
2. Prepare regular and ad hoc payroll, pensions, and HRIS reports for the wider HR team as required.
3. Analyse payroll, pensions, and HRIS data to identify trends, issues, and opportunities for improvement.
4. Complete regular audit between payroll & HR systems.

Line Management

1. Ensure the function has the requisite skills, knowledge and ability and remains up to date with emerging regulations and best practice
2. Supervise the Payroll & HRIS Assistant including approval of leave requests, direction of their work and supporting emerging training and development needs.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

Person Specification

| | Desirable | Essential |
|---|-----------|-----------|
| Qualification | | |
| A level or equivalent qualification | ✓ | |
| CIPP, payroll qualification or relevant experience (QBE) | | ✓ |
| Experience | | |
| Demonstrable experience in payroll management and pensions administration | | ✓ |
| Experience in education setting, preferably Multi Academy Trust | ✓ | |
| Experience working with a HRIS, responding to queries and building reports | | ✓ |
| Experience interpreting policies and guidance | ✓ | |
| Knowledge & Skills | | |
| Knowledge of payroll relevant legislation and best practice | | ✓ |
| Computer literacy, with proficiency in HRIS | | ✓ |
| Strong analytical skills with the ability to interpret data and create meaningful reports | | ✓ |
| Strong communication and interpersonal skills, with the ability to work effectively with internal and external stakeholders | | ✓ |
| Attributes | | |
| Ability to maintain confidentiality and handle sensitive information with discretion | | ✓ |
| Highly organised, with the ability to plan and prioritise | | ✓ |
| Ability to work in fast paced environment, with excellent attention to detail. | | ✓ |
| Committed to deliver exceptional standards in all areas | | ✓ |
| Professionalism, integrity and ability to maintain confidentiality | | ✓ |
| Willing and able to travel to different sites within the Foundation from time to time. | | ✓ |
| Commitment to promoting diversity and inclusion in the workplace | | ✓ |