



Special
Partnership
Trust

JOB DESCRIPTION

Trust Payroll & Finance Officer

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	Trust Payroll & Finance Officer
Salary/Range:	£28,911 FTE per annum (Support Staff Group 4)
Hours:	37 hours per week 52 weeks per year
Base:	SPT Office, Pencalenick School. Hybrid considered
Responsible to:	Trust Finance Manager / Director of Resources

Main Purpose of Job:

Deliver an efficient, accurate end-to-end payroll service while supporting the Finance Team with daily processing, reconciliations, and administrative tasks, contributing to the smooth delivery of core business functions across the Trust.

As a specialist SEN Trust, our payroll includes a wide range of working patterns, contractual arrangements, and statutory entitlements, requiring a high level of accuracy and sector-specific expertise.

Main Duties and Responsibilities:

Payroll Responsibilities:

- Maintain efficient monthly payroll processes, setting up new employees, administrating contractual amendments, including contractual changes, staff absences, expense claims, and overtime.
- Ensure payroll changes input accurately within Edupay, BPS and IMP Planner.
- Working collaboratively with the Assistant Finance & Payroll Manager, Trust HR Lead and Director of Resources as well as maintaining strong working relationships with Trust School stakeholders in particular Operations and Admin Managers.
- Monitor, investigate, and resolve payroll errors promptly.
- Maintain records for staff benefit schemes, Extra Special, Simply Health etc.
- Undertake pension administration dealing with queries and requests from stakeholders, offering clear advice and guidance.
- Submit monthly pension submissions.
- Manage exceptions within the payroll process, including administering overpayments and underpayments, processing unpaid leave, and handling statutory and occupational leave such as maternity, paternity, adoption, shared parental leave and sickness. This includes checking and applying the correct calculations, resolving discrepancies, liaising with managers and staff to confirm details, and ensuring all adjustments are accurately recorded and submitted for payroll deadlines.

- Process statutory leaver documentation including issuing P45s, ensuring all final pay, deductions, and pension updates are accurate and compliant with HMRC requirements.
- Maintain high quality payroll data through regular checks and updates ensuring robust audit records are maintained.
- Provide first-line payroll advice to staff and school leaders, resolving complex payroll queries promptly and independently.
- Support payroll processes specific to the education sector, including term-time only calculations, annualised hours, multiple contracts, and variable working patterns across Trust schools.
- Assist with year-end payroll activities, including P60s, P11Ds, and pension annual returns (LGPS/TPS).
- Support payroll-related reconciliations, variance checks, and audit preparation, ensuring all payroll data is accurate, compliant, and audit-ready.

Finance Responsibilities:

- Support the Finance Team with day-to-day and month end financial operations, including invoice processing, sales invoicing and support with supplier payment runs.
- Maintain accurate financial records and contribute to the smooth running of core finance processes. Work collaboratively with the Trust Finance and Shared Services Team to ensure efficient and effective financial administration across the Trust.

General / other responsibilities

- Maintain the highest level of confidentiality at all times regarding all reports, records, personal data, and other sensitive or confidential information.
- Remain informed of and comply with all relevant rules, regulations, and legislation.
- Take responsibility for your own ongoing professional development, including attending training sessions and meetings as appropriate.
- Act as a collaborative member of the Trust team, providing support and cover for colleagues as needed, including occasional work at other sites within a reasonable travel distance.
- Adhere to all Trust policies and procedures, including but not limited to the Trust Code of Conduct, Health and Safety, Safeguarding, and Data Protection policies.
- Staff should recognise that as the Trust grows and moves forward, job roles will inevitably develop and change focus and job descriptions will be reviewed accordingly. Staff need to be flexible in their approach to accommodate the changing needs of the Trust and to participate fully in professional development, which supports this.

Personal Qualities:

- Approachable, professional, and adaptable to the diverse and evolving needs of our schools and the Trust.
- Self-motivated, proactive, and solution-oriented, with a strong drive to deliver results.

- Flexible, dependable, and resilient, with the ability to adapt effectively to changing circumstances.
- Capable of working under pressure and meeting tight deadlines.
- Able to remain calm and composed in high-pressure situations.
- Confident working independently and collaboratively as part of a team.

Trust Description/Overview:

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the Southwest.

The Trust was founded in 2016 and is now made up of ten schools and ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So, we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed, and when we say 'succeed' we don't just mean academically.

When you work with us, you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different; we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

We are...

Ambitious. We believe in setting new standards and consistently raising them through the quality of our work and approach.

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Aspirational. We dream big and are brave enough to act on our aspirations.

Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We're invested in improving the lives of our young people both now and into the future.

Purposeful. We don't do things for the sake of doing them. We're driven by our purpose and committed to turning our vision into a reality.

Genuine. Honesty, transparency, and authenticity are what all our work is built on. Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

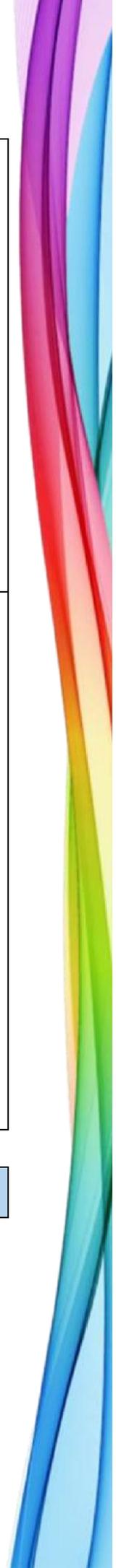
Energetic. We make SEN exciting. We're the go-getters and the trend-setters. We're not bound by convention and infuse our energy and passion through everything we do.

Specialist. We are a specialist trust, and this gives us a unique and unprecedented insight into the needs of our young people and their families.

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	<p>Attainment of 5 GCSE qualifications or equivalent (AC / level 4) including Maths and English.</p> <p>CIPP Qualification Level 3 or equivalent (or willingness to work towards)</p>	AAT Qualification	Application form
Skills and Experience	<p>Ability to work under pressure</p> <p>Exceptional attention to detail, organisational skills and communication skills</p> <p>Excellent Excel (or similar) skills</p>	<p>Working experience of Edupay and IMP Planner</p> <p>Working knowledge of PS Financials</p> <p>Experience supporting payroll year-end processes (P60s, P11Ds).</p>	Application/Interview

Specialist Knowledge	<p>Confident in handling payroll queries and providing clear advice to staff and managers.</p> <p>Experience delivering payroll within an education, public-sector, or multi-academy trust environment.</p>	<p>Strong working knowledge of UK payroll legislation, including statutory and occupational leave entitlements.</p> <p>Demonstrable experience calculating maternity, paternity, shared parental leave, adoption leave, and sickness entitlements.</p> <p>Experience administering LGPS and/or Teachers' Pension Scheme, including monthly submissions and annual returns.</p>	
Behaviours and Values	<p>Reliable and resilient</p> <p>Able to work to tight deadlines</p> <p>Able to remain calm in pressured situations</p> <p>Flexible approach to work</p> <p>Able to work on own initiative and as in a team</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		

Special Conditions related to the post



The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	Applications must be submitted via MyNewTerm, please visit: Special Partnership Trust - Vacancies to view the vacancy and complete the online application form. Please note that we do not accept CVs.
Contact details:	HR can be contacted at recruitment@specialpartnership.org or by phoning 01872613115. Address: Special Partnership Trust, C/o Pencalenick School, St Clement, Truro, TR1 1TE
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Extra Special Rewards Portal, providing staff with discounts, special offers and cash back opportunities
- Employee Assistance Programme providing a support network, advice and guidance 24/7
- Simply Health Optimise Health Plan – helping staff claim money back towards the cost of healthcare treatments and providing access to counselling services/health checks and wellbeing tools via an App
- Occupational Health support and access to Thrive, (NHS approved mental wellbeing app)
- Cycle to Work scheme
- Long Service Awards
- Family friendly policies/Flexible working
- Continued professional development support and apprenticeship opportunities.

To find out further information please visit the Trust/Schools website at www.specialpartnership.org