

Job Description

Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Job Title:	Payroll, Pension, Finance and HR Administrator
Reporting to	Head of HR/CFO
Salary	SCP 11-17
Responsible for	N/A

Overview

Reporting to the Head of HR and the CFO, the Payroll, Pension, Finance and HR Administrator at Birmingham Diocesan Multi-Academy Trust (BDMAT) will work closely with the central Finance Team, Headteachers and School Admin Leads to support the Head of HR and the CFO in ensuring the effective day-to-day administration of payroll, pension, finance and HR services across the Trust and its schools.

This will include:

- Managing payroll systems effectively across the Trust.
- Support the finance team and schools with monthly and annual payroll tasks
- Support the finance team, schools and all staff with pensions queries and administration
- Support the finance team with finance administration
- Supporting the Head of HR with the administration of Trust HR systems

Core purpose

To ensure that BDMAT's payroll, pensions, finance and HR processes run smoothly, accurately and in line with the Trust's policies, procedures and relevant legislation. The role supports schools and the central team by providing timely payroll and pensions advice, assisting with pensions, payroll, finance and HR administration, and helping to promote positive working practices across the Trust. This will be delivered through a professional, confidential and customer-focused service to schools and all employees.

Specific Responsibilities

Payroll Processes

- Complete a monthly payroll review to ensure schools have completed all necessary tasks.
- Liaise with the Central Finance Team to ensure accuracy of payroll
- Responsibility for Central Team payroll processes
- Support schools with monthly payroll queries
- Support schools with annual incremental pay increases
- Liaison with EduPay to ensure compliance with legislative changes
- Act as system administrator for the payroll system
- Day-to-day management of the Trust Payroll helpdesk. Act as a point of contact for employees regarding payroll and pensions related queries and support them in resolving issues.
- Support schools with the implementation and calculation of salary adjustments, e.g. sick pay, maternity leave and pay, holiday pay, shared parental leave and salary sacrifice.

Pensions

- Act as primary contact for the Teachers' Pension Scheme
- Act as primary contact for the West Midlands Pension Fund and Warwickshire Pension Fund LGPS schemes
- Completion of all pension admin requirements
- Resolve pension-related queries for employees of the Trust.

Finance Administration

- Manage accounts payable and accounts receivable processes, including processing invoices, queries and payments using the BDMAT finance systems
- Processing school credit card transactions
- Providing schools with advice and support with the BDMAT finance system
- Providing support for month end and year end accounts preparation
- Ensure compliance with financial regulations, policies, and procedures.
- Maintain accurate and up-to-date financial records and documentation.

HR Processes

- Support schools with the administration of the Trust HR system
- Manage vacancies and adverts on the Trust recruitment software. Highlight errors and bad practice where appropriate.
- Support the implementation and monitoring of mandatory training (excluding safeguarding) via the Trust's training software.
- Support the Head of HR with apprenticeship administration
- Monitor Trust-wide compliance of HR records and maintain and update employee records and HR databases, ensuring accuracy and confidentiality.

- Provide general administrative support to the Head of HR and CFO, including preparing reports, drafting correspondence, and managing filing systems.

Training

- Support new Admin Leads with finance, payroll and HR administration training
- Create and provide training documentation as required.
- Assist in networking and training sessions and workshops for staff professional development.

General

- Support the overall Christian ethos of the Trust
- Be part of the BDMAT Central Team.
- Provide admin support to the central team as required
- Produce confidential reports and information as required.
- Understand the implications of government policies and education trends, and developments particularly in relation to HR & payroll
- Be familiar with and comply with all relevant health and safety, operational, personnel, safeguarding, data protection, GDPR and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Commitment to own continuous professional development.
- Operate as directed within any setting across and beyond the BDMAT, mindful of the post-holder's work-life balance.
- Willingness to work flexibly, sometimes outside of normal core hours, in response to service demands.
- Maintain the confidentiality of information acquired in the course of undertaking duties.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically to ensure that it reflects the job performed. The work of all MATs and schools changes and develops continuously, which requires employees to adapt and adjust. The functions and responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. In these circumstances, the aim will be to reach agreement on reasonable changes; however, if agreement is not possible, management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which, if wished, may involve a Trade Union representative.

Person Specification

Knowledge/Qualifications and Experience	Essential	Desirable
Experience of providing payroll support		*
Knowledge and experience of EduPay software		*
Knowledge and experience of Local Government Pension Schemes		*
Knowledge and experience of Teacher's Pensions		*
Knowledge and experience of providing finance administration support		*
Knowledge and experience of providing HR administration support		*
Strong attention to detail	*	
Ability to follow and promote policies and procedures	*	
Excellent interpersonal skills and a track record of establishing and promoting effective working relationships	*	
Clear written and verbal communication skills.	*	
Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively	*	
Customer focused attitude and proven ability to deliver service improvement and work to deadlines	*	
Enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding BDMAT and schools' roles and responsibilities and your own position within these	*	
Commitment to equality of opportunity.	*	
Proactive, positive and resilient	*	
Willingness to work within the Christian framework of BDMAT	*	