

TRUST PAYROLL AND FINANCE OFFICER JOB DESCRIPTION

FULL/PART TIME, PERMANENT (MIN 15 HRS)

Open to Discuss Term Time + allocation (ideally a minimum of 3 weeks)

SALARY: H6 - H7 (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 AND FINANCE OFFICER JOB DESCRIPTION FULL/PART TIME, PERMANENT | |
|---|------------------------|
| Responsible to: | Payroll Manager |
| Expectations | |
| Core Purpose: <ul style="list-style-type: none"> Take on payroll for select schools within the Trust and work with the Trust finance team as we explore the next stage of payroll Accurate and timely administration of the monthly payroll for some of the Trust's 700+ employees utilising the EduPay system Work with EduPay to ensure timely and accurate monthly submissions, pension schemes and all regulatory bodies (e.g. HMRC) Interpret and process large volumes of complex and sensitive payroll and pension related information Be the first point of contact for pay and pension related queries, providing a good customer service experience for all Trust employees Support the central finance team with general finance duties as directed by the Payroll Manager in line with payroll workload demands Act as an ambassador for the Trust, displaying a confident, professional manner and appearance at all times | |
| Duties and Responsibilities | |
| <ul style="list-style-type: none"> Be the lead on all aspects of payroll for select schools within the Trust Administer the payroll process with absolute accuracy in line with relevant policies Ensure timely accurate submissions to deliver a seamless monthly process Undertake a comprehensive monthly reconciliation to include: contractual, relief, overtime and salary sacrifice payments to payroll records | |

- Use the Trust's payroll system, (currently EduPay) and published reports to liaise with schools and payroll provider to monitor and solve variances and ensure remedial action is taken before payroll is finalised
- Reconcile the final payroll, ensuring that any movements since the payroll reconciliation report was undertaken are correct and as expected
- Be responsible for the accurate production of monthly journals
- Be responsible on all aspects of pension, liaising with TPS and LGPS stakeholders; providing timely accurate, reconciled submissions
- Assist the Payroll Manager on all aspects of Payroll with internal and external audit, ensuring alignment to internal controls and procedures
- Provide support to the HR team to ensure payroll are advised of any changes to pay scale values, e.g. implementation of National Minimum Wage changes or pay awards in respect of national agreements
- Support the Finance team with ensuring payroll accruals for inflationary pay awards and incremental increases are reflected in the accounts
- Adhoc requests as required

Supervision

Day to day supervision will be carried out by the Payroll Manager

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 → Trust Payroll & Finance Officer

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