

Ventrus Multi Academy Trust

Job Description

Job Title	Payroll Manager		
Location	Home working – occasional visits to schools are required		
Reporting to	Chief Financial Officer		
Grade	G		
Directorate/Section	Network Support Team		
Effective date of JD	October 2024	Contract details	52 weeks p.a. 37 hours per week

Main Purpose of Job

The Payroll manager is a member of the Trust Support Team and has responsibility for the payroll function of the Trust, under the direction of the Chief Financial Officer, including overseeing the input of payroll changes, as part of a cost-effective payroll service to Trust employees.

Having line management responsibility for a small team, who all work in different locations, the postholder will take the lead on the payroll and pensions processes. The postholder oversees payroll compliance for all support and teaching staff across the Trust.

The postholder will have full technical knowledge to ensure accurate monthly pension reporting for both support and teaching staff to the relevant pension bodies.

All queries relating to pay for employees in the Trust are the responsibility of the postholder, who directly manages the Payroll team.

Duties and Responsibilities

- Ensuring timely and accurate payroll data input on to payroll software.
- Ensure accurate monthly pension & HMRC reporting and submissions.
- Oversee calculation of emergency payments & overpayments.
- Oversee provision of ONS (Office for National Statistics) and other payroll surveys.
- Oversee calculation of maternity/paternity/shared maternity leave payments, overtime and supply claims.
- Line management of payroll team (up to five people) with a clear focus on ensuring payroll is compliant and meets deadlines.
- Oversee calculation of redundancy illustrations and production of redundancy related paperwork.

- Oversee the payroll element of childcare vouchers and the cycle to work scheme.
- Provide regular monthly reports to the Executive Leadership Team (ELT), e.g. FTE reports, overtime reports, variances to previous periods etc.
- Provision of additional payroll reports and information required for financial statements, audits and gender pay gap reporting.
- Oversee the creation of the BACs file for the pay run.
- Ensure payroll is compliant with the pay policy and terms and conditions for NJC (support staff) and teaching staff.
- Oversee onboarding of new to staff to payroll system
- Review the monthly payroll in terms of accuracy.
- Oversee issuing of annual salary statements.
- Review and feed into the Trust pay policy.
- Ensure that payslips are available to staff on the Self-Service Portal.
- Compile and fully audit pension information including starters, leavers and changes, submit monthly and annual returns to LGPS and TPS and resolve queries arising.
- Oversee all correspondence and enquiries on difficult payroll issues e.g. complex National Insurance, Pension and Income Tax queries, and complex salary and sickness calculation questions.
- Deal with face to face enquires, where required.
- Assist the finance team with queries in the budget monitoring of staff costs.
- Lead on the development of the Self-Service Portal and associated workflows, ensuring processes are reliably automated where possible.
- Liaise with HR Business Partner where necessary, to ensure HR compliance in terms of legislation and Trust policies and procedures, in line with HR processes.
- Quality control and testing of data, to include, as a minimum, a comparison of gross pay for this month vs last month and check of pension rates applied in the period.
- Liaise closely with HR, Finance, Headteachers and school administrators to ensure accurate payroll information.

Key areas of work and outline of responsibilities

- **Payroll Service Support:** Provide a comprehensive and efficient payroll service to customers. Provide statutory services to schools in respect of the employment of teaching staff and support staff. Apply Trust policies and practices. Maintain the probity of the corporate payroll function through full adherence to documented policies and processes. Ensure effective planning and delivery, monitoring, auditing and evaluation of the payroll service through collection and analysis of key performance data and in accordance with best practice.
- **Customer Relations:** Build and manage key client relationships to ensure that a satisfactory and cost-effective service is provided. Assist in the response to customer feedback including complaints. Maintain regular contact and good working relationships with senior staff throughout the Trust and identified staff within external organisations.

- **Problem Management:** Contribute to the improvement of the service by managing any concerns in accuracy or input rates.
- **Change Management:** Contributing to the strategic development of the finance and payroll service and identify opportunities for continuing improvement. Involvement in the continuous development of a cohesive approach to the delivery of the payroll function. Apply the implementation of new and revised procedures as a result of changes to statutory/contractual schemes affecting the employee. Implement and evaluate User Acceptance Testing, ensuring the accuracy of changes made by ICT and the systems team.
- **Security:** Maintaining the security of the data held by Payroll and applying Data Protection regulations when dealing with enquiries.

The job holder must:

- Be aware of the Trust's aims, organisational values and behaviours and their impact on this post.
- Carry out the duties of the post in accordance with the Trust's Rules, Regulations and Policies
- Carry out all duties and responsibilities with reasonable care for the health and safety of themselves and any other person who may be affected by postholder acts or omissions at work and to co-operate fully with the Trust in health and safety matters.
- To comply with the Data Protection Act (all employees of Ventrus will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired)

The above-mentioned duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out such other appropriate duties as may be required within the grading level of the job and the competence of the job holder.

Person specification:

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> ○ Demonstratable experience of leading a payroll function. ○ Significant experience of payroll input and contract administration. ○ Experience of working to strict deadlines in a 	<ul style="list-style-type: none"> ○ Demonstrable experience of working within an education payroll function. ○ Working in a multi-site complex organisation. ○ Working in a public sector environment.

	<p>customer focused environment.</p> <ul style="list-style-type: none"> ○ Experience in following strict procedures. ○ Managing a team. 	
Practical Skills	<ul style="list-style-type: none"> ○ Ability to understand complex procedures. ○ Ability to interpret requests and take responsibility for their completion. ○ Excellent ability to work in a team. ○ Accuracy and logical thought. ○ Can demonstrate good numeracy and literacy. ○ Can demonstrate good understanding of the various elements of Payroll. 	<ul style="list-style-type: none"> ○ Understanding of School Teacher Pay and Conditions i.e., pay scales, allowances, teacher resignation dates. ○ Experience of administering Teachers' Pension Scheme and Local Government Pension Scheme (LGPS). ○ Understanding of NJC (support staff) terms and conditions.
Communication	<ul style="list-style-type: none"> ○ Good communication and customer services skills. ○ Ability to communicate effectively, internally, and externally with all levels (e.g., colleagues and customers) ○ Contributes by taking responsibility for own work within the overall goal, showing flexibility and a positive attitude. 	
Personal Qualities	<ul style="list-style-type: none"> ○ Pro-active in driving improvement and ensuring that the payroll function is 	

	<p>accurate, excellent, and efficient.</p> <ul style="list-style-type: none"> ○ Demonstrate commitment to high quality service delivery. ○ Self-motivated. ○ Commitment to teamwork. ○ The ability to deliver under pressure, on time and to remit. ○ Demonstrate resilience under pressure. 	
IT skills	<ul style="list-style-type: none"> ○ Able to use a range of standard computer applications. ○ Experience of HR & Payroll systems. ○ Experience of Microsoft Office applications. 	
Education & Training	<ul style="list-style-type: none"> ○ Level 3 Payroll Technician / Pensions Administration or equivalent. ○ Evidence of continuing professional development. ○ GCSE Mathematics and English to at least grade C. ○ A total of 5 GCSE passes 	
Knowledge	<ul style="list-style-type: none"> ○ Excellent knowledge of HMRC regulations and their application to the payroll function. 	<ul style="list-style-type: none"> ○ Good knowledge of a specialist HR area e.g., Payroll Operation and Compliance, Pay & Grading issues, HR & payroll systems.

	<ul style="list-style-type: none">○ Excellent knowledge of other statutory regulations e.g. pensions○ Excellent knowledge of relevant policies and their application into the payroll system.	
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