



Job Description & Person Specification

Payroll Officer Scale 6

Job Description

Job Title:	Payroll Officer – New Bridge Group
Pay Grade / Scale / Range:	NJC Scale 6 SCP 26-28: £23,866 – £25,463 (FTE salary) £14,319.60 - £15,277.80 (actual salary) – Pay award pending 1/4/19
Benefits & Perks:	Flexible Working, occupational pension scheme, occupational sickness scheme, full training
Working hours:	22 hours per week, full year, working days to be agreed. Ability to work the hours needed to meet all the demands of the job and, when necessary, cover the absence of the Payroll Manager.
Location:	You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out of hours working may be required at busy times.
Staff responsible to:	Payroll Manager – New Bridge Group
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	6 months

New Bridge Group Payroll Officer

JOB PURPOSE

Assisting in the effective running of the Payroll & Finance department and carrying out any duties within these departments as directed by the Payroll Manager or Financial Manager

KEY TASKS

1. Assist the Payroll Manager to prepare salary information on a monthly basis and run the payroll for the Trust within strict deadlines, checking all input data ensuring accuracy of payments.
2. Assist in the accuracy of payments and check payroll input data as required.
3. Support in administering the pension schemes.
4. Support in ensuring compliance of auto-enrolment Pensions Regulations and all monitoring procedures and processes are in place.
5. Provide cover for Payroll Manager when necessary.
6. Responsible for answering any queries from customers, providing a high level of customer service and ensuring all queries are dealt with in a timely and efficient manner.
7. Ensure that Financial Regulations and Financial Procedures are adhered to at all times.
8. Contribute to the development of the Finance Team by attending and participating in team meetings in order to support the work of the team in meeting its service level agreements and key performance indicators.
9. Assist in the efficient running of the department by being aware of the duties performed by other members of the team, to help if requested.
10. Carry out accurate inputting of payroll data into the system under the guidance of the Payroll Manager.
11. Check payroll input batches prior to transmission as and when required.
12. Check overtime claims and payment claims prior to payroll transmission.
13. In the absence of the Payroll Manager, answer any enquiries on payroll and pensions matters.
14. Ensure that up to date and accurate records are available for internal and external audit.
15. Support Finance in processing purchase invoices and raising sale invoices.
16. Other ad-hoc work that is commensurate with the grade of the post.

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

All employees, Greater Manchester Pension Fund, Teachers Pensions Agency, HMRC and other external bodies e.g. Unions, DWP, Solicitors etc.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Payroll Manager – New Bridge Group

Responsible for: Not applicable

SPECIAL CONDITIONS

DBS required – Enhanced

PERSON SPECIFICATION

Job Title: Payroll Officer Scale 6

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy and Numeracy skills equivalent to NVQ Level 2	Qualification in Payroll administration	AF
Experience	<p>Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information</p> <p>Relevant up to date experience in Payroll administration including PAYE, NI, SSP,SMP</p> <p>Experience of computerised payroll systems.</p> <p>Experience of team-working to work effectively with others and meet deadlines and goals</p> <p>Experience of following instructions, procedures and policies</p>	<p>Knowledge and experience of pension schemes – ideally Local Government Pension Scheme (LGPS) and Teachers’ Pension Scheme</p> <p>Knowledge of Selima payroll system would be advantageous but training will be provided</p>	<p>AF / I / T</p> <p>AF / I / T</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

Skills & Abilities	Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone		AF / I
	Written communication skills to take accurate messages, passing them on to others if appropriate		AF / I
	Initiative to respond to unexpected problems using recognised procedures and policies as a guide		AF / I
	Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own work-load if necessary		AF / I
Knowledge	Ability to plan and prioritise own workloads		AF / I
	Understanding of data protection and the need to keep information confidential		AF / I
	Excellent communication skills		AF / I
	Close attention to detail		AF / I
Work circumstances	To work flexibly to meet the needs of the service		I

Abbreviations: AF = Application Form; I = Interview, T = Test

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview