



PAYROLL OFFICER **Job Description**

Job Purpose

To manage the payroll and petty cash services for Chetham's School of Music, Chetham's Hospital and Chetham's Library, plus book-keeping for Chetham's Library and Chetham's Hospital.

Context

The Payroll Officer is part of the Administration Team, which is responsible for providing an efficient and cost effective service to Chetham's School of Music, Chetham's Library and Chetham's Hospital.

There are around 330 employees, including 100 peripatetic music tutors.

The Payroll Officer has prime responsibility for managing the payroll function of the organisation, including wages and salary payments for all employees plus associated functions such as national insurance, tax and pension payments. The post-holder is responsible for ensuring that all staff are paid promptly and accurately and the relevant payroll reports are submitted to the relevant third parties accurately and on a timely basis.

Chetham's uses a Payroll Bureau and the Payroll Officer is responsible providing accurate and timely information to the Bureau.

The Payroll Officer is also the book-keeper for Chetham's Library and Chetham's Hospital.

The Payroll Officer also needs to have a basic knowledge of the activities of the Finance Officer and be willing to cover those duties in the absence of the Finance Officer.

Hours of work

Monday - Friday 9 am to 4 pm (30 hours per week) with an hour's unpaid lunch break.

Full time hours (8.45 am to 4.45 pm, 35 hours per week) will be required at the start of the role for up to a month for training purposes.

This role could also be a full-time role as additional responsibilities could be added – this is open to negotiation.

Salary and benefits

Scale 20 – 22

Full time equivalent starting salary £22,331 (actual salary £19,141)

Free lunches during term time

Free parking on site in School holiday periods (subject to availability)

Full time equivalent annual leave: 20 days rising to 25 days per annum.

Holidays to be taken during School holiday periods which also includes Music Courses in consultation with the Finance Officer (to ensure that the Accounts Office is manned at all times during term time).

In addition to the above the School shuts down over the Christmas period (specific shutdown times are notified each year).

Organisation

The job holder reports directly to the Bursar as part of the Administration Team.

Accountabilities

Although Chetham's uses a Payroll Bureau, the Payroll Officer retains full responsibility for Chetham's Payroll function.

1. Preparation of the monthly payroll including: extracting the hours worked by the peripatetic music tutors from the Music Department's hours book and other hourly paid employees who use time sheets; inputting the required information into the Payroll Bureau portal; checking the payroll; distributing payslips; month end reporting and reconciliations.
2. Ensuring Real Time Information reports are made in accordance with HMRC deadlines.
3. Ensuring the calculation of all salary deductions are made accurately and that payments to the appropriate authorities are made on a timely basis.
4. Working with the Payroll Bureau to ensure that the pension schemes are administered in accordance with the relevant schemes' specifications.
5. Process the Monthly Data Collection for Teachers' Pensions.
6. Maintenance of Auto Enrolment as per the legislation.
7. Maintenance of all salary records to meet statutory requirements.
8. Year end processing including producing P60s and P11Ds.
9. Liaising with Heads of Departments in order to ensure that all relevant documentation is received and processed relating to New Starters, Leavers and any other contractual changes.
10. Calculation of employees' entitlement to Occupational Sick Pay, SSP, SMP and SPP.
11. Ensuring the accurate and timely completion of annual pension returns for the Teachers' Pension Scheme and the Greater Manchester Pension Fund.
12. Liaising with HMRC, Pension Administrators and others on queries relating to School, Hospital and Library Staff.
13. Dealing with routine pay and pension queries from staff.
14. Attend relevant regional or national WCBS meetings.
15. Attend relevant training courses to keep up to date with legislation and processes.
16. Assist with adhoc investigations and reports.
17. Manage the Childcare Voucher Scheme.
18. Provide Departmental absence reports to the HR Officer and Bursar on a monthly basis detailing reasons for absence.

19. Arrange for petty cash floats and issuing petty cash to students and staff at agreed times throughout the School day.
20. Manage petty cash payments for the School and Library including banking petty cash on a regular basis.
21. Book-keeping service for Chetham's Library and Chetham's Hospital, including all cheque payments, updating the Nominal Ledger and carrying out monthly bank and other reconciliations.
22. Process the Piano Summer School invoices and deal with relevant queries.
23. Deputise for the Finance Officer in case of holiday or absence.
24. Any other duty or duties required by the Bursar related to the efficient and effective administration of the School.

The job description is current as at the date of issue. The above duties are not an exhaustive list. It is liable to variations made by management to reflect or anticipate changes in or to the job, linked to the needs of the organisation. These changes could occur prior to the start date.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

Safeguarding Children Policy Statement

Chetham's Safeguarding Children Policy and Procedure are available on Chetham's website, www.chethams.com

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name

Employee's Signature

Date

Person Specification	Essential (E)/Desirable (D)
Extensive all round payroll knowledge	E
Experience of computerised payroll systems	E
Experience of working with payroll bureaux	D
Experience and capability of working to tight deadlines	E
Extensive experience of administering occupational pension schemes	E
Computer skills including Word, Excel	E
Flexible and adaptable in approach to work	E
Educated to A level standard	D
Well organised	E
Ability to work under pressure	E
Understanding of the need to respect confidentiality	E
Team worker	E