Payroll Officer

Job Description

Responsible to: Head of Finance - Payroll

Main Purpose of the Post

To provide a high quality payroll service for all Orchard Hill College and Academy Trust (OHC&AT) employees.

Main Tasks and Responsibilities

Accurate input of data into the Payroll system (Select Pay) to ensure that appropriate employee starter/transfer/variation/leaver details, gross payments PAYE income tax, National Insurance (N.I.), pensions and other deductions are, correctly set up and calculated in accordance with statutory and contractual requirements.

Accurate input of regular/ad-hoc payroll adjustments (e.g. union deductions, season ticket loans, pay claims) by the required deadlines.

Liaise with HR, schools and departmental managers in cases where payroll input is incorrect for remedial action before payroll is run.

Cross check other team member payroll input and calculations in line with audit requirements.

Process emergency manual payments including complex calculations as required.

Check and validate the results of ‘provisional’ payroll runs with reference to exception reports, and taking appropriate remedial actions to achieve accurate final payslips.

Calculate final payments as notified by HR, recover any loan balances etc. and send payslips/P45s by the contractual pay date following the employees’ last day of service.

Calculate input and check occupational/statutory parental/sick pay. Complete required statutory forms to send within required timeframe.

Calculate gross and net overpayments and notify HR.

Prepare and send monthly payroll reports to Academy schools for payroll sign off.

Prepare BACS authorisation forms for Net pay and 3rd party disbursements.

Upload payments onto Lloyds link and ensure payments approved in time for payment dates.

Prepare and submit monthly pensions forms/returns for LGPS and Teachers' Pensions.

Monitor generic email accounts daily, log and resolve payroll queries as they arise within the timeframe specified.

Liaise with staff and management on payroll related queries.

Payroll reporting to meet internal and statutory obligations.

Processing increases and calculation of back dated pay awards.

Assisting Head of Finance -Payroll with month end reconciliation, including creating journals for salary reconciliation.

Year-end processes including Tax year end and LGPS and Teachers' pension annual returns.

Deputise for Payroll Manager in their absence

To undertake other duties as requested.

Payroll Officer

Person Specification

Knowledge, Skills and Experience Needed for the Job

Demonstrated payroll processing experience.

Understanding of payroll legislation and processes

Basic knowledge of pay and conditions of service for Local Government staff and teachers.

Basic knowledge and understanding of Local Government and Teachers Pension Schemes.

Excellent communication skills.

Attention to detail.

Numerical ability and data entry skills.

Ability to work flexibly to meet strict payroll deadlines.

Ability to prioritise own workload and work effectively as part of a team.

Customer service focus.

Computer Skills

Experience in manipulating crystal reports

Intermediate/advanced excel

Use of V Look up and Pivot tables
HR Select Pay

Resource