



## Payroll, Pensions and Business Support Officer

### Job Description

**Grade: 6 (NJC Spinal Point 18-20)**

**Hours of Work:** 25 hours per week, 41 Weeks (term time, including INSET days plus 2 weeks)

**Responsible to:** Director of Operations and Compliance

#### **Main scope of job:**

To work with the Academy's third party payroll provider, Teachers Pensions and the LGPS to deliver a compliant and effective payroll service.

To be the point of contact and expert on the Academy's payroll and pensions operations.

To liaise effectively with the HR Officer for a seamless integration of new starters onto the payroll and pension systems, and in relation to any payroll amendments or changes.

To work with the CFO to provide accurate reporting on the Academy's payroll costs.

### **DUTIES AND RESPONSIBILITIES**

#### **Payroll**

1. Check all payroll documents and requests are complete and have the correct authorisation e.g. timesheets, lunch duties, contract variations;
2. Ensure all authorised payroll changes are actioned within published timeframes e.g. salary changes, absences, overtime;
3. Reconciliation of payroll costing reports when received. Checking for errors and changes.
4. Prepare payroll for authorisation.
5. Create new starters and process leavers on payroll system;
6. Verify payroll data where required;
7. Collate pay details for the annual pay reviews;
8. Draft pay statements for pay reviews;
9. Resolve payroll queries or escalate as necessary;
10. Working with the HR Officer to maintain the contract variations spreadsheet;
11. Update relevant systems with payroll information e.g. pay scale changes;
12. Liaise with the CFO to ensure payroll reports/details are consistent and appropriate;
13. Liaise with HR Officer with regards to absence data for payroll purposes;
14. Liaise with payroll provider to apply the pay award to the pay scales
15. Assist the CFO with payroll reporting required for internal/external audit

## **Pensions**

1. To be a named contact for Teachers Pensions and the Local Government Pension Schemes
2. To resolve pension queries in a timely manner.
3. Provide information to staff on a wide range of pension issues, current and historical.
4. To complete the necessary online forms required by Teachers Pensions and the Local Government Pension Schemes including missing service requests, change of hours and personal details, opt outs.
5. Add and remove staff from pension and benefit schemes as appropriate;
6. Work with the CFO to complete the End of Year Certificate for the Teachers Pensions Scheme – resolving queries with Teachers Pensions to meet the statutory deadlines.
7. To liaise with the Academy's payroll provider regarding Annual Returns to the Local Government Schemes used by the Academy reconciling employee and employer contributions based on individual pensionable salaries by the statutory deadline and resolve queries with them.

## **Business Support**

1. To assist the school's back office team with administrative tasks related to the smooth and successful running of the school.
2. To support the Director of Operations with special projects and administrative tasks.
3. To support in HR matters as the need arises.
4. To support CFO and Head's PA as required.

## **GENERAL DUTIES**

1. Developing an understanding of Academy policies and procedures and complying with their contents
2. Create procedures and policies relating to payroll and pensions
3. Actively participating in the Performance Management processes within the Academy
4. Identify personal training needs and participate in training and performance development whenever required
5. Remain up to date with relevant legislation, policies and guidelines;
6. Carry out any other duties commensurate with the general level of responsibility of the job

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

## **Equal Opportunities**

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

## **QUALIFICATIONS & EXPERIENCE**

- Relevant payroll accredited qualifications (desirable)
- A good working knowledge of the Teachers Pensions and Local Government Pensions Schemes
- Previous experience of the Teachers Pensions End of Year Certificate (desirable)
- A background of the successful management of payroll and pensions
- A thorough understanding of payroll processes, including accurate reporting

## **TECHNICAL COMPETENCIES / KNOWLEDGE / SKILLS**

- Proficient in Excel and Office Suite
- Experience of working with a third party payroll provider
- Experience of creating procedures and policies relating to payroll and pensions.
- Leading communication with team and all staff relevant to role
- Pro-active and solution driven.
- Excellent, articulate, and informative communication skills
- Experience of setting up systems to support efficient working practices.
- Lead of conversations and communications with LGPS, TPS as required.

## **BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES**

- Proactive
- Versatile
- Sense of humour
- Positive attitude
- Embraces change.
- Excellent organisational skills and a good problem solver
- Excellent interpersonal skills with the ability to communicate effectively with peers and stakeholders

### **Equal Opportunities and Safer Recruitment**

Swakeleys School for Girls is an inclusive employer. We welcome applications from suitable candidates no matter their gender, race, religion, sexual orientation, or disability. Please note that Swakeleys School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy successful references, an enhanced police / Security Disclosure and Barring Service (DBS) check and right to work in the UK prior to starting employment with the School.

As part of our recruitment process we will also carry out an online search for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before the interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in paragraph 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request.