

Job Description

Job Title: Payroll Administrator

Reports to: Payroll Team Leader

Location: Oldbury, West Midlands

Purpose

We need an experienced and dedicated Payroll Administrator to deliver excellent services from our Commercial Payroll team. You will be working in a team of up to 20 staff delivering accurate and efficient payroll and pensions transaction processing services to schools and academies.

We need a customer focused individual who will ensure all queries or issues are resolved in a timely manner or escalated as appropriate and provide support to their resolution.

Main Duties and Responsibilities

1. To carry out data processing on the iTrent payroll system accurately and efficiently; and provide support and assistance to our customers on payroll related queries and issues.
2. To assist with the daily running of the payrolls, including processing adjustments e.g. sick pay, maternity pay, holiday pay, overtime and bonuses.
3. To carry out extensive data input checks on customer payroll runs for accuracy and system issues
4. To work as part of the payroll team to ensure our customers are paid in an accurate and timely manner using either the BACS system or cheque as applicable.
5. To process all starters, leavers and amendment requests as required, including those arising through TUPE arrangements.
6. To conduct manual payroll and pension calculations as required
7. To carry out processes in relation to HMRC including downloading tax code changes and submitting FPS and EPS returns via iTrent

8. To assist with the pension administration requirements of all customers' pension schemes, mainly Teachers pension scheme and Local Government Pension schemes, including the loading of data in the relevant pension scheme sites and payment of staff deduction; joining new members into the scheme following auto enrolment assessment; processing pension opt-outs; creating and submitting MDC files to TPS; liaising where necessary with the relevant pension companies; administering the relevant end of year processes
9. To assist in providing monthly reports to customers, to include costing reports, payroll reports and payment files
10. Deliver high quality customer service to deal with queries via telephone, the central mailbox or allocated Microsoft Team sites, and to monitor and control the mailbox on a rota-basis and to cover staff absence
11. To process iTrent customer account resets as required
12. To undertake other duties as required as an integral member of the Commercial Payroll team
13. To run year end functions and procedures (i.e. production of P60s) and updates to the payroll system to account for legislative changes.
14. To undertake appropriate learning and development as identified through regular appraisals and reviews. Keep up to date with changes in regulations, enforcing adherence to these requirements and advising management of actions that need to be taken.
15. To adhere to Shaw Trust policies, procedures and quality standards.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in

relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center">Person Specification</p> <p align="center">Job Title: Payroll Administrator</p> <p align="center">(E=Essential D=Desirable)</p> |
| <p>SKILLS AND CORE COMPETENCIES</p> |
| <p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Payroll qualification or equivalent qualifications / experience (D) • Good knowledge of databases and computer packages which include Word and Excel (E) • Use of iTrent system (D) • Knowledge of payroll legislation (E) |
| <p>Experience</p> <ul style="list-style-type: none"> • Previous experience of working in a payroll team (D) • Use of computerised payroll systems (D) • Experience gained in a similar sized organisation (D) • Experience of Tax, National Insurance, Statutory Sick Pay, Maternity and Paternity Pay (D) • Experience of pension administration (D) • |
| <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Customer Service focused (E) • Ability to work with accuracy within deadlines (E) • Ability to remain focused and self-motivate (E) • Ability to problem solve and present solutions (E) |
| <p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Commitment to customer service (E) • Willingness to act as an ambassador for the Commercial Payroll department (E) • Good communications skills, both orally and in writing (E) • Commitment to personal and professional development (E) • A corporate team player – able to focus on the good of the broader organisation, and the clients we serve (E) • |
| <p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at a XXXXXX level (E) |

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)