**Payroll Officer Job description**

**Job brief**

To deliver identified payroll and people functions and processes, focussing on attention to detail, solutions and proactive, open communication to ensure that the employee and volunteer journey is streamlined, positive and in line with legal and other standards.

**Responsibilities**

* Preparation of the monthly payroll including: extracting the hours worked 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.
* Ensuring Real Time Information reports are made in accordance with HMRC deadlines.
* Ensuring the calculation of all salary deductions are made accurately and that payments to the appropriate authorities are made on a timely basis.
* Working with the Payroll Bureau to ensure that the pension schemes are administered in accordance with the relevant schemes’ specifications.
* Process the Monthly Data Collection for Pensions.
* Maintenance of Auto Enrolment as per the legislation.
* Maintenance of all salary records to meet statutory requirements.
* Yearend processing.
* 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.
* Calculation of employees’ entitlement.
* Ensuring the accurate and timely completion of annual pension returns for the Pension Scheme and the Pension Fund.
* Liaising with Pension Administrators
* Dealing with routine pay and pension queries from staff.
* Attend relevant regional or national meetings.
* Attend relevant training courses to keep up to date with legislation and processes.
* Assist with adhoc investigations and reports.
* Manage the Voucher Scheme.
* Provide Departmental absence reports to the HR Officer monthly basis detailing reasons for absence.
* Arrange for petty cash floats and issuing petty cash to students and staff at agreed times throughout the School day.
* Manage petty cash payments for the School and Library including banking petty cash on a regular basis.
* Book-keeping service for including all cheque payments, updating the Nominal Ledger and carrying out monthly bank and other reconciliations.
* Process the invoices and deal with relevant queries.
* Deputies for the Finance Officer in case of holiday or absence.
* Any other duty or duties required to the efficient and effective administration of the School.

**Requirements**

* Experience in performing payroll and/or administration functions.
* Ability to work as part of a team.
* Ability to self-manage and meet deadlines.
* Ability to maintain a high level of confidentiality.
* Sound computing/data entry skills.
* Good written and oral communication skills.
* Attention to detail and capacity to problem solve.
* Knowledge of relevant awards and agreements.
* Relevant qualifications in Payroll/Human Resources Management.
* Knowledge of accountancy principles and procedures.