



Job Description

Post Title: Payroll & Pensions Officer

Purpose:

Provision of an effective and efficient Payroll and Pensions service. Covering all aspects of payroll and pensions administration, ensuring staff are paid on time in accordance with their contract of employment while remaining fully compliant with statutory requirements and financial regulations.

Responsible to:

The Principal, via the HR Manager

Main Duties and Responsibilities:

- Preparation of monthly payroll
- Checking of monthly payroll reports provided by the bureau
- Working with the bureau to ensure that any errors are rectified
- Submission of monthly pension contribution submissions to GMPF and Teachers Pensions
- Month end reporting and reconciliations
- Work with the Payroll Bureau to ensure that pension schemes are administered in accordance with relevant schemes' specifications
- Process the Monthly Data Collection for Teachers' Pensions
- Maintenance of Auto Enrolment as per the legislation
- End to end administration of the annual Support Staff Standards Payment
- Administration of staff pay rises including pay awards and annual pay spine increases
- Preparation and publishing of the Gender Pay Gap report
- Preparation of the End of Year Certificate for Teacher Pensions
- Dealing with routine pay and pension queries from staff of the College
- End to end administration of the College Cycle to Work, Technology and other salary sacrifice schemes
- Attendance at relevant training courses to keep up to date with legislation and processes
- Assistance with ad hoc reports
- Liaison with auditors where necessary on any areas of payroll and/or pensions
- Ensuring that all data is accurate and processed in line with GDPR guidelines
- Supporting wider cross college events and initiatives as appropriate

General

- To be aware of and comply with all College policies and procedures
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work
- To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines

Staffing

Staff Development

- To undertake staff development
- To take part in the College's Appraisal process

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement

Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

Management of Resources

- To contribute to the maintenance of an attractive working environment

Other

- To support the aims and objectives of the College
- To attend meetings as appropriate
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract
- To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR).
- This Job Description is subject to periodic review and amendment

PERSON SPECIFICATION: PAYROLL AND PENSIONS OFFICER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and, where appropriate, should give examples of how they meet the criteria.

	Essential	Desirable	Method
Experience			
Previous experience of a payroll and pensions role within an educational environment	x		Application/ Interview
Previous experience of working in collaboration with a payroll bureau		x	Application/ Interview
Skills and Knowledge			
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	x		Application / Interview/Test
Experienced Excel user (e.g. pivot tables, VLOOK UP)		x	Application/ Interview
Excellent organisational and administrative skills	x		Application/ Interview
Ability to prioritise and multitask	x		Application/ Interview
Ability to manage own workload	x		Application/ Interview
Ability to meet deadlines	x		Application/ Interview
Excellent written and verbal communication skills	x		Application/ Interview
The ability to maintain quality and organisational procedures	x		Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	x		Interview
Excellent attention to detail	x		Application/ Interview/Test
Ability to empathise with 16-19 year olds within a college situation	x		Interview
Evidence of commitment to Continuous Professional Development	x		Application/ Interview
Qualifications			
Educated to A-Level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills	x		Application/ Interview
Attitude and Impact			
Positive and Enthusiastic	x		Interview
Flexibility and a readiness to undertake a wide range of tasks	x		Interview
Smart in appearance and manner	x		Interview
Ability to work outside of normal office hours on occasions	x		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	x		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes in circumstances	x		Interview
Committed to Equality and Diversity	x		Interview
Personal			

Enhanced DBS Clearance*	x		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employes to work in the UK)	x		Interview
<i>*this will follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Payroll & Pensions Officer

Start Date	September 2022
Closing Date	Closing date for receipt of applications is 10am on Friday 16 th September 2022. We will not be able to accept applications after this date, except in exceptional circumstances
Hours of Work	22.5 hours per week over 3 days – there is flexibility for full time hours
Salary	Salary is based on Sixth Form Colleges Association Support Staff pay spine from Points 12-15 (£23,730 - £25,894) depending on experience. (Actual amount £14,238 - £15,536.40)
Interview Date	It is anticipated that interviews will take place week commencing 12 th September 2022. Successful applicants will be contacted by telephone/email with details of the interview. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
Rehabilitation of Offenders Act 1974	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>