FAIRFAX
MULTI-ACADEMY TRUST

**JOB DESCRIPTION
PAYROLL & SYSTEMS OFFICER**

JOB DESCRIPTION

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POST HOLDER	
RESPONSIBLE TO	Payroll & Systems Manager
LINE MANAGEMENT OF	N/A
WORKING HOURS	37 hours per week, Half an hour unpaid lunch break. Term time plus 10 days
WORKING PATTERN	Monday to Thursday 8:00-16:00. Friday 8:00-15:30.
SALARY	FMAT Scale 6
HOLIDAY ENTITLEMENT	A paid entitlement of 26 days annual leave plus 8 statutory bank holidays

JOB PURPOSE

To provide a proactive, forward-thinking, trust-minded, competent, and consistent payroll service across the Trust and contribute to the overall success of the department. To support the Payroll & Systems Manager with the provision of the full payroll service for the Trust working effectively with the external payroll provider.

To process payroll ensuring that staff are paid accurately and in a timely manner. To ensure that all appropriate information is communicated to the payroll bureau service, pension providers, HMRC and other statutory bodies.

To manage the payroll system under the direction of the Payroll & Systems Manager ensuring all information is up to date, accurate and that the system is used to its full potential.

To provide cover for the Payroll & Systems Manager in their absences and support colleagues upon request.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

Be the first port of call for all incoming payroll and pension queries, verbal and in writing, and respond to these where appropriate or escalate these to the relevant colleague(s) as necessary.

PAYROLL
1. Under the direction of the Payroll & Systems Manager, provide the full payroll service for the Trust and liaise with the payroll provider ensuring that staff are paid accurately and on time, adhering to internal as well as external deadlines.
2. Notify the payroll provider of any changes to terms & conditions, new starters, resignations/leavers, sick pay, and maternity/parental/adoption leave pay entitlements, KIT payments and any other amendments which impact on an employee's pay and process all monthly timesheets and overtime claims.
3. Ensure that maternity/paternity/adoption leave, and KIT days are correctly paid.
4. Under the direction of the Payroll & Systems Manager, implement annual increments and cost of living increases.
5. Deal with queries relating to payroll, both from the payroll provider and from staff.
6. Support the Payroll & Systems Manager with the review of the monthly payroll.
7. Process pension queries and complete administration for both pension schemes (West Midlands Pension Fund and Teachers Pension Scheme).
8. Inform the pension providers of all leavers, completing the relevant pension forms.
9. Process pensions opt outs, ensuring that staff have completed the relevant paperwork.
10. In conjunction with the Payroll & Systems Manager, complete all pension 'auto-enrolment' process for the Trust.
11. Review & approve monthly pension returns before submission.
12. Complete end of year pension returns.

DATA, REPORTS AND RECORD KEEPING

1. Review absences daily and escalate to the HR team.
2. Support the Payroll & Systems Manager with the completion of the HR KPI information, the structure charts, and the Establishment charts on a monthly basis.
3. Support the Payroll & Systems Manager with the completion of the annual School Workforce Census.
4. Provide information/report to members of the HR and Finance department upon request.
5. Provide accountant with relevant information as requested for annual audit.
6. Support the Payroll & Systems Manager with annual Teacher Pension audit.
7. Support the Payroll & Systems Manager with the annual gender pay gap reporting data information.

SYSTEMS
1. Support the Payroll & Systems Manager with the maintenance of the system, ensuring that all data held in the system is accurate and validated on a regular basis.
2. Support the Payroll & Systems Manager with the implementation of system upgrades.
3. Support the Payroll & Systems Manager with the provision of full administrative support of the system.

GENERAL

1. Promote and safeguard the welfare of the students you meet.
2. Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents, raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims for the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties that may be required.

I have read and accept this job description

Signature: _____

Print Name: _____

Date: _____

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

FAIRFAX
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ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.

DEDICATION.

AMBITION.

INTEGRITY.

TRADITION.