

OUR LADY IMMACULATE

CATHOLIC ACADEMIES TRUST

PAYROLL OFFICER



WELCOME

Welcome to Our Lady Immaculate Catholic Academies Trust.

We are a group of 11 Catholic Schools situated across the northern part of the Catholic Diocese of Northampton located in the counties of Northamptonshire and Bedfordshire; the Trust currently consists of nine Primary Schools and two Secondary Schools who liaise and collaborate closely together.

We enjoy working together to ensure that all children across our Catholic schools are provided with the best possible academic, spiritual and moral education within a safe and happy environment.

You would be joining a new Catholic Multi Academy Trust formed in February 2020 by the merging of 3 existing Catholic Academy Trusts. All central services, Finance, HR, Operations, IT and Governance is provided by a centralised team each led by an expert professional in their own field enabling the Heads and schools to focus on teaching and learning.

We are delighted you are interested in joining our Trust and I wish you well in your application.

Tony Bishop, Strategic Executive Lead



JOB DESCRIPTION

OVERVIEW

Job Title:	Payroll Officer – Part Time
Closing Date:	12 noon, Friday 2 nd October 2020 <i>(we reserve the right to close earlier if there are sufficient applications)</i>
Interview Date:	TBC
Start Date:	ASAP
Salary / Scale:	£26,317 - £29,636 (FTE) <i>(Actual salary is pro rata the Full Time Equivalent salary quoted)</i> Grade I – NJC scale points: 22 - 26
Contract type:	Permanent, Part Time (30 hours per week; 52 weeks per year)
Purpose of the Position:	To provide an accurate, robust and timely payroll service to all staff employed within the Trust and its schools. Ensure the Trusts obligations are delivered in relation to pensions, HMRC and statutory returns ensuring full compliance, best practice and adherence to all relevant legislation, Trust policies and procedures and the ESFA Academies Financial Handbook.
Key Responsibilities:	Full responsibility for end-to-end monthly payroll processing across the Trust and all its schools including pensions, HMRC and statutory returns, month and year-end, BACs, salary sacrifice schemes and all pay related queries and calculations. You will be directly involved in procurement of a new payroll system and the transfer of payroll processing from external providers to in house. Reporting to the Director of HR, you will work in close collaboration with the Finance Director, HR officer and Trust finance teams. This job description may be amended at any time, following consultation between the employee and the Director of Human Resources and will be reviewed annually.
Responsible to:	OLICAT Director of Human Resources (& dotted line to Finance Director) <i>(please note role is located at Thomas Becket Catholic School, Northampton)</i>
Accountable to:	OLICAT Strategic Executive Lead

CONTEXT

The Trust currently contracts 3 different external payroll bureaus but the plan is to transfer in house all payroll processing and payroll management with the creation of its own payroll function on 1st April 2021.

This post will support both the HR Director and Finance Director in the implementation of a new payroll system and creation of the Trust payroll function-providing payroll across all the Trust's academies and schools. Because of the transition, listed below are both interim duties and main duties of the post until the transfer.

MAIN DUTIES

1. Interim Duties

- Preparation of the monthly payroll ensuring all payroll data and information is submitted on behalf of each OLICAT school to the external providers in a timely manner.
- Ensure all payroll related returns have been authorised by the Head teachers before submission.
- Be the first point of contact for all Head teacher, Trust SLT and staff queries from across the Trust in relation to pay and deductions in close liaison with Trust HR and Finance teams.
- Support the inputting of all payroll data onto the bureaus portals in accordance with the deadlines
- Working with the payroll bureaus to ensure that the relevant pension schemes are administered in accordance with the relevant schemes' specifications.
- Maintain all salary records to meet statutory requirements
- Liaise with the school office managers to ensure all relevant documentation is received by Trust HR and processed on time relating to new starters, leavers and other contractual variations.
- Check calculation of employees' entitlement and accuracy of pay for Occupational Sick, Maternity, Paternity and Adoption Pay and, Statutory Sick, Maternity, Paternity, Adoption and Shared Parental Pay. Calculations must be accurate in accordance with Trust terms and conditions, policies and procedures and, statutory legislation
- Maintain pension auto enrolment as per the legislation
- Manage salary sacrifice schemes including childcare vouchers, research other applicable schemes and the cost efficiency of implementation within the Trust.
- Prepare internal costing and headcount reports as required for Directors of HR, Finance, Trust SLT.
- Assist with adhoc investigations and reports
- Support the HR Director and Finance Director to implement changes to payroll processes to improve efficiency and control, working closely with the wider HR and Finance Teams.

2. Main Duties *(from date of transfer to in house payroll, planned for 1st April 2021)*

Payroll

- Lead and manage the end-to-end payroll cycle including development and publishing of the annual payroll processing schedule for the Trust and Service Level Agreement.

- Be the first point of contact for all Head teacher, Trust SLT and staff queries from across the Trust in relation to pay and deductions in close liaison with Trust HR and Finance teams.
- Accurate and timely processing of the monthly payroll including updating employee data and monthly payment records per instruction from HR Director, importing variable pay-run data and reconciliation of monthly payroll totals.
- Liaise with the academy/school office managers to ensure Trusty HR and Payroll receive all relevant documentation in good time for payroll processing relating to new starters, leavers and all other contractual variations including time sheets, expenses and other pay related Trust documents.
- Calculate and process part month payments for new starters or employees changing role mid-month.
- Calculate and process final salary payment and any additional payments/deductions for leavers.
- Calculate and liaise with Trust Finance on any overpayments incurred to instigate debt recovery.
- Develop and maintain spreadsheet of variable pay-run data, such as hourly paid, overtime, travel and other expenses and one off payments as they arise
- Check calculation of employees' entitlement and accuracy of pay for Occupational Sick, Maternity, Paternity and Adoption Pay and Statutory Sick, Maternity, Paternity, Adoption and Shared Parental Pay. Calculations must be accurate in accordance with Trust terms and conditions, policies and procedures and, statutory legislation.
- Ensure accurate completion and issuing of all payroll documentation including P45s, P60s, P11Ds, electronic payslips.
- Undertake sampling gross to net calculations and other audit checks periodically.
- Maintain all salary records to meet statutory requirements
- Manage salary sacrifice schemes including childcare vouchers and, research other applicable schemes and cost efficiency of implementation within the Trust.
- Meet strict deadlines for Monthly BACS payments to staff and external agencies
- Act as first point of contract for all pay related issues, including payroll software issues, pension providers, agencies, HMRC and other relevant third party organisations.
- Under direction of HR Director, update and implement annual pay scales, increments and pay awards calculating any arrears.
- Prepare internal costing and headcount reports as required for Directors of HR, Finance, Trust SLT.
- Assist with investigations and reports as required.
- Support the HR Director and Finance Director to implement changes to payroll processes to improve efficiency and control, working closely with the wider HR and Finance teams.
- Develop and update Trust payroll standard operating procedures and regulations.
- Identify and support implementation of continuous improvement strategies to improve efficiencies within payroll and HR as well as taking on project work.

Pensions

- Act as OLICAT's first point of contact for relevant pension schemes (TPS and LGPS) dealing with all pension queries including new members, transfers, leavers, retirees, ill health retirement etc.
- Maintain pension auto enrolment as per legislation
- Ensure requests for pension estimates are dealt with promptly and accurately.
- Maintain thorough records on all pension and payroll matters.

Reporting and Returns

- Keep up to date with current processes and changes in pension, taxation and relevant employment legislation ensuring Trust policies and procedures are updated regularly.
- Extract and provide payroll and staff data reports for Trust HR Director, Finance Director and Trust SLT as and when required.
- Provide data and information for financial audit purposes, Trust SLT reports and budgeting purposes.
- Support the Finance Director for year-end tax reconciliations and returns, including P60, P11D etc
- Annually update the HMRC rates and bands for PAYE/NI etc. and check they have been updated correctly
- Produce accurate and timely monthly/annual reports to HMRC/LGPS, TP and other external agencies.
- Support the Finance Director with any auditors queries, Pensions returns, End of Year Certificates and other HMRC returns
- Support the HR and Finance Directors in completing monthly and annual ONS reports relating to payroll within deadlines provided.
- Liaise and work with HR colleagues in preparing Trust wide Single Central Record data and returns.

3. Professional Development

- Keep up to date with all legislative changes and initiatives linked to payroll, pensions, HMRC informing HR and Finance Directors of changes and disseminating information to staff where appropriate.
- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development

4. Working with colleagues and other relevant professionals

- Work in close collaboration with Trust HR Officer to support the HR Director to deliver an outstanding HR and payroll service across the Trust ensuring all HR staff provide cover for each other during periods of absence and assist each other during busy periods to meet deadlines.
- Communicate effectively and professionally with colleagues, Trust Directors, LAC members (Governors) and other external agencies where appropriate
- Collaborate and work effectively with Trust Senior Leadership Team, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

5. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality in respects of employees' personal data in accordance with the Data Protection Act and Trust policies and procedures.

6. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Director of Human Resources or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Appropriate level payroll qualification	√		App form
Degree		√	App form
A 'level or equivalent education	√		App form
Evidenced recent professional development in payroll	√		App form

2. EXPERIENCE

	Essential	Desirable	Evidence
Proven evidence of running a multi-site payroll with at least 500 employees (minimum 3 years)	√		App form interview
Proven payroll-processing experience including calculations of PAYE/NIC.	√		App form interview
Experience of calculating salary adjustments based on variable working patterns	√		App form interview
Experience of dealing with different pension schemes and understanding of pension contribution calculations.	√		App form interview
Experience of Real Time Information (RTI) procedures.	√		App form interview
Experience of month and year end procedures and reconciliations	√		App form interview
Experience of P11d procedures	√		App form interview
Working knowledge of LGPS and TPS		√	App form interview
Experience of implementing a new payroll system		√	App form Interview
Experience of working within schools/education sector		√	App form Interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Excellent knowledge and understanding of payroll	√		Interview
Excellent understanding of what constitutes highly effective payroll provision	√		Interview
Ability to undertake multiple priorities whilst meeting deadlines.	√		Interview
High level of understanding of payroll related legislation, procedures and risks.	√		Interview
Excellent numeracy skills	√		Interview
Excellent written and oral communication skills.	√		Interview
High attention to detail and can demonstrate appreciation for accuracy when undertaking complex tasks.	√		Interview
Demonstrate ability to be organised, logical and methodical.	√		Interview
Ability to work both at operational and strategic levels	√		Interview
Proven ability to embrace new challenges, changing priorities and work outside comfort zone.	√		Interview
A current driving licence (ability to travel between sites).	√		App form
Highly proficient in Microsoft Office particularly Excel spreadsheets and possibly databases.	√		Interview
Understanding of Data Protection including GDPR and ability to remain discrete when privy to confidential information	√		Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Excellent interpersonal skill with ability to communicate with a wide range of audiences.	√		interview
Proven ability to remain calm and work under pressure whilst prioritising effectively.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Proven ability to work collaboratively with others	√		Interview
Proven ability to deal sensitively with people and resolve conflict	√		Interview
Proven ability to work flexibly under pressure to be able to meet deadlines	√		Interview
Commitment to maintaining confidentiality at all times	√		Interview
Commitment to safeguarding and diversity.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information about the Trust can be viewed on the Trust website: www.olicatschool.org

Further information, a candidate pack and application form are available by contacting Mrs Jo Brake-Oakes, Trust HR Director by:

- Telephone: 01604 497309 or 07725 067647;
- email: TrustHR@olicatschools.org or
- by downloading from the Trust website.

Completed applications to be sent to Mrs Jo Brake-Oakes, Trust HR Director at TrustHR@olicatschools.org no later than 12 noon on Friday 2nd October 2020.

Interviews will be held at the Trust offices, c/o Thomas Becket Catholic Secondary School, Northampton, NN3 6HT, date to be confirmed. Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early. Previous applicants need not reapply.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy. Thank you for your interest in our Trust.

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For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org