**Job Description**

**Post:** Payroll and Pensions Officer

**Salary:** *Support Staff Scale SO1 (Spinal Column Points 32-34) £26,408 – 28,163*

**Hours:** 37 Hours per week (Full Year, Whole Time)

**Location: Middlesbrough** *[there may be a requirement for the postholder to work at the Schools Hartlepool site on an occasional basis]*

The Job Description and further particulars set out below are intended to provide information about the role and responsibilities associated with the post. Some of the duties listed below will be of a continuing nature, others cyclical or periodic, yet others will take the form of particular projects to be undertaken as and when necessary as the needs of the School change.

**Safeguarding Statement:**

*The Northern School of Art* recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

# Job Purpose:

To work with the Financial Controller to ensure the effective delivery of payroll and pensions services within the School.

# MAIN DUTIES AND RESPONSIBILITIES

1. Manage day-to-day activities to ensure efficient delivery of work to agreed deadlines to comply with legislative requirements;
2. Acting as the key member for payroll and pension administration, providing support and advice to all employees and line managers on all payroll and pension queries;
3. Ensure the School outsourced payroll services receive all the relevant data each month in order for employees to be paid correctly;
4. Ensure relevant information is given to payroll each month regarding pension contributions for each employee;
5. Process expense claims, overtime, sickness, holiday payments and ad hoc payments;
6. Check all payroll runs generated by the School’s outsourced payroll services to ensure that employees are being paid correctly;
7. Ensure all annual returns for both the Local Government Pension Scheme and the Teachers’ Pension scheme and HMRC are completed accurately and on time;
8. Liaise with the HR Department, Local Government Pension Scheme, Teachers’ Pension Agency, HMRC and Payroll Bureau in connection with payroll and pension information including checking pay on a monthly basis for audit purposes, and maintaining appropriate pay records;
9. To be the main contact for annual end of year payroll and pension audits
10. Update relevant payroll, pension and finance databases and systems;
11. Produce a range of Payroll statistical reports and returns as directed in a timely and accurate manner;
12. Monitor on going procedural developments and implementing changes to procedures where required;
13. Keep up-to-date of technical and legislative developments within the payroll and pensions industry;
14. Maintain and update manual and computerised files for each employee, to be responsible for the accuracy of data held, and to maintain effective filing systems for general Payroll documentation;
15. Maintain employee lists in real time;
16. Maintain employee details on the Teachers’ Pension system and Teesside Pension system;
17. Undertake project work to ensure the payroll and pension functions are continually developed such as pension increases and handling any data processing and administration tasks, ensuring projects are fully monitored and completed in line with legislation requirements;
18. Ensure all work is conducted with appropriate reference to confidentiality, and equality and diversity principles;
19. Updating and maintaining the Payroll Information System data;
20. Write and present information briefings on a range of Payroll related topics;
21. Contributing to the continuous improvement of Payroll systems and practices;
22. Providing advice and assistance on Payroll policies, procedures, legislation, and enterprise agreements.

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the School’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Vice Principal (Resources) or the Principal.
9. This list is not exhaustive and is only an indication of responsibilities.

Signed: Date:

 Payroll/Pension Officer

Signed: Date:

 Financial Controller

## Person Specification

**Payroll/Pension Specialist**

| Specification, whether essential or desirable, and where the specification will be tested | ESSENTIAL | DESIRABLE | Application Form/CV | Interview / selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |
| Five GCSEs grades C or above (or equivalent) including English and Maths  | Y |  | Y |  | Y |
| Computer Literacy qualification, preferably in relation to the use of databases, spread sheets and word processing | Y |  | Y |  |  |
| Payroll/Pension related qualification |  | Y | Y |  |  |
| **Experience/Knowledge** |  |  |  |  |  |
| Knowledge of payroll and pension legislation | Y |  | Y | Y | Y |
| Fully conversant with Microsoft Word and Excel programmes | Y |  | Y | Y | Y |
| Previous experience in a payroll/pension role, using spreadsheets and/or databases  | Y |  | Y |  | Y |
| Experience of using an extensive database for the input of information and extraction of data | Y |  | Y |  | Y |
| Experience of working with confidential and sensitive data – data protection  |  | Y | Y | Y | Y |
| Experience of working in a College Administration role, or other public sector organisation – to provide basic knowledge of public sector terms and conditions and working practices |  | Y | Y |  | Y |
| Experience of working with children or vulnerable adults |  | Y | Y | Y | Y |
| **Preferred Skills / Abilities** |  |  |  |  |  |
| Access to transport for work purposes |  | Y | Y | Y | Y |
| Attentive to detail and understand complex information | Y |  | Y | Y | Y |
| Ability to maintain confidentiality of information | Y |  |  | Y | Y |
| Excellent prioritisation and organisational skills – able to work to deadlines, and ensure full tracking of data | Y |  | Y | Y | Y |
| Proven numeracy skills  | Y |  |  | Y | Y |
| Ability to communicate effectively at all levels with college staff and external bodies | Y |  |  | Y | Y |
| Excellent verbal and written communication skills – able to write clear letters and documents | Y |  |  | Y | Y |
| Ability to work unsupervised and on own initiative | Y |  | Y | Y | Y |
| Able to work with accuracy and speed  | Y |  | Y | Y | Y |
| Pleasant and approachable manner | Y |  |  | Y | Y |
| Committed to regular updating of knowledge & skills | Y |  |  | Y | Y |
| Confident disposition | Y |  |  | Y | Y |
| Ability to deliver hours flexibly according to need |  | Y | Y | Y | Y |