



Vale Academy Trust

JOB DESCRIPTION

Job Title	Payroll Officer	Department	Finance
Reports to	Financial Controller	Grade	9 – Pt26 £26,470 to Pt32 £29,055 Job Evaluation Pending
Line manages	N/A		
Hours of work	Part time	Weeks per year	Flexible, minimum of term time weeks
Hours per week	30	Unpaid break	30 minutes

Principal responsibilities:

- To be responsible for the full payroll function and related activities working closely with colleagues in Schools.
- To be responsible for ensuring the service and delivery from the outsource payroll provider is of a high quality and appropriate to our needs.

Main responsibilities:

- Responsible for the development and operation of effective and efficient payroll processes across the Trust to support a growing organisation.
- To be responsible for the ongoing service contract with our payroll provider, providing feedback and meeting regularly with account managers to ensure high quality support and service from them to all customers across the Trust.
- To be responsible for supporting schools when using the payroll system, taking on the role of 'expert user' to ensure that all payroll changes are input accurately and on time for payroll deadline. Creating training documentation, workshops and guide notes as appropriate.
- To be responsible for monitoring, managing and correcting errors made in payroll, such as overpayments, to ensure that errors are resolved in a timely way, in line with procedure and monitored accordingly.
- To be responsible for the preliminary check cycle, working with the payroll provider and schools to review the files, resolve any discrepancies.
- To be responsible for supporting schools with payroll calculations such as calculating salaries according to grade, hours, weeks worked, paid holiday weeks etc, inputting ad hoc changes and monthly casual claims on a need's basis, processing starters and leavers.
- Responsible for ensuring payroll providers have correct and up to date information on pay increments, cost of living increases and other changes to salary and TLR / allowances structures.
- Responsible for the administration of the Trust's Childcare voucher processes, and other salary sacrifice schemes, including inputting into payroll system and monthly reconciliation.
- To be responsible for the quality of data held within the payroll system, periodically undertaking checks and housekeeping to cleanse data within the system.
- To be the first point of contact for all queries on pensions, Tax, childcare vouchers etc.
- To be responsible for the final payroll check before authorisation given for payment, to ensure all changes required a prelim stage have been made and payments are accurate.
- Respond to requests from Executive and Senior Staff regarding payroll and salary queries.



Portway, Wantage, Oxfordshire, OX12 9BY 01235 225700
 Chief Executive - Simon Spiers B Ed (Hons) NPQH
 National Leader of Education

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 and an exempt charity





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- Maintain employment records, ensuring compliance with the Data Protection Act, and act with discretion and confidentiality.

General duties:

- To be personally committed to a philosophy of continuous improvement in relation to whole academy policy as well as in all team roles and areas of personal responsibility.
- To participate in personal staff development and relevant training schemes.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To comply with “Rights and Responsibilities”.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To undertake other duties as may be required from time to time.
- To be prepared to undertake First Aid training if required.



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PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
Education & training	Strong Maths and English (written and spoken) Certification as a payroll professional (i.e. Payroll Technician)	
Knowledge & experience	Experience of working in a varied and busy payroll role. An understanding of payroll processes and legal requirements. High level of numeracy skills. Experience in working in a role supporting other professionals and giving guidance on specific processes. Experience of working in payroll function.	Experience of working in the public sector. Knowledge of teachers pensions and LGPS Experience of working in a School environment. Experience and knowledge of payroll systems and implementations.
Skills	Demonstrable experience in the use of advanced Excel and Word. The ability to get to grips with new IT systems quickly. An ability to interpret complex financial data. Effective written and verbal communication skills. Ability to work under own initiative and as part of a team. Time Management and organisational skills, including ability to meet deadlines. Accuracy and attention to detail. Highly numerate. Ability to ensure that customer requirements are satisfied.	Ability to produce reports and other complex documents.
Person qualities	An interest and willingness to develop new skills. Ability to handle confidential material. Effective interpersonal skills. A flexible approach to duties.	