



JOB DESCRIPTION

JOB TITLE: Senior Payroll Officer	Salary Range: SCP 29-31. £32,910 to £34,728 (as at 9/04/21)
DIVISION/DEPARTMENT/LOCATION: Kettering (Midlands)	
E-ACT PURPOSE: To break the link between poverty and underachievement for E-ACT students	
JOB PURPOSE:	Working in the central team providing payroll services for E-ACT Regions and Academies. Including all processing on the trust's payroll system, pensions administration and responsibility for other payroll related requirements. The successful applicant will provide a high-quality service to individuals, academies and regions, and contribute to the long-term development of the payroll function. Providing effective and efficient output of work to meet the demands of the role and promote the core values of the Trust and the Finance Team regarding excellence and professionalism.
REPORTING LINES: Post holder reports to the Payroll Manager	
KEY RESPONSIBILITIES: Lead on \ areas of work – <ul style="list-style-type: none">• Work on the set up of the group's payroll system.• Ensure employees are paid accurately and on time.• Ensure your allocated Academies\Regions are set up correctly on the payroll system.• Ensure employees are set up on the payroll system correctly, considering individuals' terms (which are not the same across the group), pensions, multiple roles etc.• Ensure payroll is processed and cut off deadlines are agreed with your Regions\Academies which are mutually convenient• Ensure Payroll reports are submitted to stakeholders in a timely manner• Pension administration, including payments, reports to relevant bodies, auto enrolment, are all correctly processed and managed according to relevant deadlines• Administer payments for Statutory Sick Pay, Statutory Maternity Pay and Statutory Paternity Pay and other 3rd Party payments.• Ensure manual and computerised records are accurately maintained in line with E-ACT, industry standard and legislative requirements.• Develop ad-hoc reporting as required in conjunction with the Payroll Manager and wider finance function.• Ensure our systems and processes are up to date with the most recent guidance and legal requirements. Raising any concerns with the Payroll Manager or Finance Team as necessary.• Maintain absolute discretion and maturity in handling sensitive/confidential information• To work with HR when required and develop an ongoing relationship.• Take responsibility and management for aspects of the team (members) and processes, following	

direction from the Payroll Manager and/or Head of Finance.

- Ensure regular quality and assurance reviews are carried out in an appropriate and timely manner.
- Deputise for the payroll Manager in their absence.
- Any other tasks as deemed appropriate by the payroll manager or central finance team management

In addition to the core payroll duties, this person will support the Payroll Manager in the following areas

- Working closely with HR in the development and integration of systems.
- Managing the auto enrolment process.
- Development and documentation of current processes and systems.
- Producing training materials and delivering training to regional colleagues.

Support -

- The Head of Finance and CFO with payroll related queries
- Regions and Academies across the group with accurate and timely payroll processing and payments

PERSON SPECIFICATION

Qualifications, Experience & Knowledge

- Demonstrable relevant experience E
- Good technical accounting skills E
- Membership of a relevant professional institute – chartered status D
- Charity or public sector experience E
- Be responsible for own continuing professional development D
- Line management D

Skills and Abilities

- Good planning skills, accompanied by an ability to re-organise plans to accommodate emerging new priorities E
- Good ICT literacy in using MS Office packages E
- Ability to build strong working relationships with colleagues in Head office and the Academy's E
- Ability to work under pressure and unsupervised on own initiative E

Attitude and Behaviours

- A commitment to equality, diversity and community engagement E
- A commitment to excellence E
- Highest standards of personal integrity E
- Team player E
- Willingness to travel to academies throughout the country with occasional overnight stays E
- Self-motivated and have the ability to work on own initiative E

This post is subject to an enhanced DBS check.