



Payroll Officer

JOB DESCRIPTION

Academy base: Kettering

Salary: SCP23 – SCP25 £30,152.00 - £32,019.00

Reporting to: Payroll Manager

Contract: Fixed Term Contract 6 – 9 months

Hours: This position is based on 37.5 hours per week.

General:

- The Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Purpose:

- Working in a team of 4 providing payroll services for E-ACT Academies. Including all processing on the group's payroll system, pensions administration and responsibility for all other payroll-related requirements. The successful applicant will provide high quality service to individuals and Academies 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 Finance Team regarding excellence and professionalism.

KEY RESPONSIBILITIES:

Lead on \ areas of work –

- Develop, enhance, and monitor the internal customer focus side of the department. Including administering the payroll functions 'ticketing' system.
- Work with the payroll manager and regions to develop ways of working with a view to the function being efficient in processing and response to queries.
- Ensure employees are paid on time, for your relevant academies and/or regional payrolls.
- Ensure your allocated Academies 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 Academies which are mutually convenient.
- Payroll reports to be 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 and are accurate.
- Administer payments for, Statutory Sick Pay, Statutory Maternity Pay and Statutory Paternity Pay
- Ensure manual and computerised records are accurately maintained in line with E-ACT, industry standard and legislative requirements.
- Develop ad-hoc reports as required.
- Maintain absolute discretion and maturity in handling sensitive/confidential information.
- To assist HR when required
- Any other tasks as deemed appropriate by senior management.

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Support -

- The Financial Controller with payroll related queries
- Academies across the group with accurate and timely payroll processing and payments

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PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work

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	<ul style="list-style-type: none"> • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
<p>Showing Team Spirit</p>	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Demonstrate relevant experience	X		X	X	
	Good technical accounting skills	X		X	X	
	Membership of a relevant professional institute - chartered status.		X	X	X	
	Evidence of continuous professional development	X		X	X	
	Charity or public sector experience	X		X	X	
	Be responsible for own continuing professional development		X	X	X	
Skills	Good planning skills, accompanied by an ability to re-organise plans to accommodate emerging new priorities	X		X	X	X
	Good ICT literacy in using MS Office packages	X		X	X	X
	Ability to build strong working relationships with colleagues in Head Office and the Academy's	X		X	X	X
	Ability to work under pressure and unsupervised on own initiative	X		X	X	X
Attitude & Behaviours	A commitment to equality, diversity & community engagement	X		X	X	
	A commitment to excellence	X		X	X	X
	Highest standards of personal integrity	X		X	X	X
	Team Player	X		X	X	X
	Willingness to travel to academies throughout the country with occasional overnight stays	X		X	X	X

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	Self-motivated and have the ability to work on own initiative	X		X	X	X
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