

|  |
| --- |
| **Payroll Manager** |

|  |  |
| --- | --- |
| **Reporting To:** | College Accountant |
| **Working Hours:** | Full time : 37 hours per week |
| **Salary:** | Range 26 to 31: £27,742 to £31,644 |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The payroll manager is accountable for providing accurate, timely and efficient payroll services to Plumpton College employees, for complex payroll calculations and transactions and for the timely preparation of payroll related data, statistics, and other reports as required.

The payroll manager will provide an advisory & consultancy service to management and staff on a range of payroll related matters.

**Duties and Responsibilities of the Job**

|  |
| --- |
| 1. Payroll lead on the implementation and updating of payroll systems in conjunction with HR and IT. |
| 1. Accurate input into the payroll system to ensure that gross payments, PAYE income tax, National Insurance, pensions and other deductions are correctly set up and calculated in accordance with statutory and contractual requirements. |
| 1. Calculate, input and check occupational and statutory parental, sick and other payments. Compete required statutory forms to send to employees within specified timeframes |
| 1. Calculate final payments as notified by HR, recover any loan balances etc. and send payslips/P45s by the contractual pay date following the employees’ last day of service. |
| 1. Process emergency manual payments, including complex calculations, as required and update relevant systems accordingly. |
| 1. Validate and process RTI reports, and Third Party Payments to HMRC, Pensions Scheme providers, Courts, Unions etc. by their deadline dates. |
| 1. Redundancy calculations and payments in line with appropriate authorisations. |
| 1. Log and respond within specified timescales to incoming payroll enquiries, forms and correspondence from employees and other organisations I compliance with Data protection. |
| 1. Process Teacher’s Pensions and Local Government pension Scheme opt-ins/opt-outs as instructed by pension providers and update employee records on the system. |
| 1. Writing and updating payroll procedures to ensure clear, consistencies guidance in line with best practice. |
| 1. Log and respond within specified timescales to incoming payroll enquiries, forms and correspondence from employees and other organisations I compliance with Data protection. |
| 1. Liaise with appropriate staff and HR in cases where payroll input is incorrect, anomalous or incomplete for remedial action. |
| 1. To undertake any other reasonable duties commensurate with the post. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College our values are:

1. Ambitiouys and progressive
2. Enterprising
3. Professional
4. Supportive
5. Passionate about everything we do

|  |
| --- |
| **Essential criteria for the post** |
| Detailed understanding of PAYE, Tax and N.I. regulations in relation to payroll administration to ensure that the College’s statutory responsibilities in this area are met. |
| Experience of preparing clear and understandable written communications e.g. ad hoc letters to employees) and to communicate effectively over the telephone and face-to-face in a professional manner. |
| Ability to prepare and check numerical data quickly and accurately, demonstrating attention to detail |
| Highly organised, able to prioritise workload and work to tight deadlines effectively and efficiently |
| Ability to use Microsoft Office Packages (Word, Excel, Outlook, PowerPoint) to electronically store, extract and analyse data. Intermediate / advanced use of Excel is required for this post. |

|  |
| --- |
| **Desirable criteria** |
| Understanding of pay and conditions of service for Local Government and teaching staff and pension schemes. |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.