

Job Description

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

Role: Payroll Manager for The Haberdashers' Aske's Elstree Schools Limited

Reporting to: Finance Manager

Overview: The role of Payroll Manager is responsible for managing both the Boys' and Girls' School Payrolls, processing the Girls School monthly payroll for approximately 220 employees and overseeing the work of the Payroll Officer for the Boys School, approximately 300 employees.

Hours: 25 hours per week to be worked over four or five days all year. Flexibility of working hours will be considered. You are required to work such hours as are reasonably necessary for the proper performance of your duties.

Role will include but not be limited to the following duties:

Responsibilities

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. Compliance with GDPR.

1. Management of the Payroll function, including supervision and development of staff and systems for both schools.
2. Dealing with all aspects of payroll for starters, leavers, contractual changes, monthly overtime and time sheets, salary sacrifice and childcare vouchers, various pension scheme deductions, and processing statutory payments and deductions such as SMP, SPP, SHPP and Student Loans. Helping to ensure we are HMRC compliant with ever changing legislation.
3. Responsible for submission of monthly FPS/EPS to HMRC. Management of Year End and Start of Year Processes including electronic issue of P60 to all staff on payroll at Year End.
4. Responsible for collating information for annual P11D exercise and submission of P11Db and P11D to HMRC and P11D to Staff. Preparation of remittance (P30B) to HMRC
5. Calculation of SMP and Occupational Maternity pay. Administration of all maternity, paternity and Shared Parental Leave/Pay cases.
6. Pensions administration for various School Pension Schemes to include:

a) Teachers Pensions Scheme (Teaching Staff)

- Preparation of monthly contribution return and remittance to TPS.
- Preparation of monthly data collection (MDC) and submission to TPS.
- Preparation of information and submission of End of Year Certificate to TPS.
- Applying to TPS every two years for a revised Residential Emolument rate.

- Communication to staff about changes within TPS.

b) Clerical Medical (Closed Scheme)

- Preparation and submission of monthly Contribution Return to CM and remittance.
- General administration of leavers plus former employees becoming eligible for retirement benefits.
- Annual Renewals Return with reconciliations.

c) Group Pension Plan Scheme (Support Staff)

- Preparation and submission of monthly contribution return and remittance.
- Administration – To register starters and leavers online with relevant information.

7. Any other ad-hoc duties that may arise in the department.

8. Provision of job cover within the department when necessary.

Person Specification

Qualifications & Requirements

Essential

- At least 5 years' experience in start to finish Payroll processing.
- Ability to produce Payroll Journals and reconcile the Payroll Accounts.
- In-depth understanding of current Payroll legislation including RTI, Auto Enrolment and Statutory allowances.
- Experience using a variety of Software Payroll systems.
- Line management experience.

Desirable

- Experience of Teachers Pensions

Skills

- The confidence and assertiveness to interact and deal with people at all levels (staff, management, auditors), combined with the tact and courtesy needed when dealing with difficult or sensitive situations.
- Advanced Excel skills, including VLookups, SumIfs and Pivot Tables and competency with other MS Office packages.
- Evidence of exceptional attention to detail and accuracy with numeric data.
- Highly organised, methodical in approach with the clear ability to prioritise and manage work flow.
- Ability to meet deadlines and work under pressure.
- Excellent initiative and use of resources.

Attributes

- Tact and discretion.
- Ability to work as part of a team.
- Discretion, loyalty and the drive to see a task through to completion.
- Flexibility.
- Adaptable and proactive attitude.
- Friendly and highly professional approach to pupils, parents, staff and members of the public.
- Appreciation of and sympathy for the objectives of an independent school.

Training

All staff are required to attend the relevant INSET days throughout the academic year.

- Preparedness to undertake training and development, as required.
- Awareness of the need to keep Child Protection training up to date.

Terms and Conditions**Salary**

Salary on commencement up to £25,000 (FTE £37,500) subject to skills and experience.

Holidays

This is a part time post with 40 days (including public holidays) paid holiday pro rata, which will normally be taken during school holidays.

Pension Scheme

There is a contributory Group Personal Pension Plan.

Miscellaneous

Candidates should note that all appointments are subject to a satisfactory medical disclosure, an enhanced check with the Disclosure and Barring Service and such other pre-employment checks as the School is required to complete.

The site is not served by public transport and the candidate must have his/her own transport; free parking will be provided.

The School has a strong commitment to the professional development of all staff and it is a condition of employment that all colleagues participate in any scheme of appraisal and professional development in force. The school is an equal opportunities employer.

Applications

Your completed application form, available from the school's website, should be sent to the school addressed to Mrs C. Pluck, or emailed to staffvacancies@habsgirls.org.uk, as soon as possible and no later than noon on **29 June 2018**. The school prefers the form to be completed electronically.

Please note CV's are not accepted.

Interviews for this post will be held **2 - 5 July 2018**. Applicants are requested to keep these dates available for interview.

Benefits

Currently the School offers a wide range of benefits to support staff, including:

- A strong commitment to professional development, with a substantial budget for whole School training and individual courses.
- A generous pension scheme.
- Group Life Assurance (currently 4 x salary for death in service benefit)
- Fee Remission at the Boys' and Girls' Schools for eligible children who are offered a place.
- Childcare Vouchers.
- Free lunches.
- Free on-site parking
- Free coach travel on the service provided by the School (term-time).
- Annual flu vaccination
- Free use of the fitness suite and swimming pool