

# Hasmonean Multi Academy Trust

## JOB DESCRIPTION

<b>Job Title:</b>	Finance/Payroll/HR Co-ordinator
<b>Responsible to:</b>	Head of Finance & Premises
<b>Working Time:</b>	36 hours per week – Monday to Friday (Full Time)
<b>Grade/Salary</b>	SCP Point 16-20 (£26,274 - 28,215).

---

A full time role required the payroll department to meet the demands and business needs of the Trust. Under the supervision of the Head of Finance, there will be radical changes to the department, which will entail setting up automated robust systems, assisting with the implementation of a new payroll provider.

This role will be suitable for someone currently working in payroll and wishes to progress in their career path.

### Main Duties and Responsibilities

#### Payroll

- Running the monthly payroll within time-scales for external payroll company.
- Accurate calculations of payroll for all employees
- Review the current payroll processes in line with current legislation to ensure they are current, compliant and accurate
- Resolve payroll queries
- Processing employee tax codes and P11D, P60, P45
- Ensure all statutory deductions are deducted in accordance with HMRC legislation
- Prepare automated processes to prepare starter, leaver and changes providing clear instruction for internal payroll processes and audit trails ensuring all information is accurate for input submission ready for the payroll bureau to action
- Assist with the checking process of payroll reports on receipt from the payroll bureau, ensuring that all information has been processed correctly, before passing information to Head of Finance in preparation for final approval
- Collate key HR information, providing regular and ad-hoc statistics and reports to relevant persons, accurately and within the agreed timeframes.
- Ensure documentation is accurate and compliant with General Data Protection Regulations (GDPR) and the annual Finance audit requirements.
- Contribute to updating the monthly headcount spreadsheet for statistical reports required for the EFSA.

#### Finance

- Maintain annual leave records on Payroll system and troubleshoot, where appropriate
- Create monthly pension contributions schedules
- Basic accounting duties, ie bank reconciliations, assist in month end processing
- Update all statutory payments and reconcile
- Produce monthly reporting on payroll and any other requirements.

## **Human Resources (HR)**

- Ensure the staff records and central database is updated and maintained with all staff changes including inputting all starters, leavers and contractual changes in a timely manner.
- Ensure all new and revised contracts are accurately prepared for the CEO to sign
- Prepare letters relevant to payroll including but not limited to; salary change, leaver's letters, confirmation of benefits deductions and change to line manager.
- Liaise with Head of Operations with to regards to staff contracts and terms and conditions.

## **Personal Specification**

- Proven experience in payroll; ideally 12-18 months
- Experience and understanding of RTI & auto enrolment
- Have up to date knowledge of payroll legislation's
- Have experience of using a payroll IT system
- High level of numeracy skills
- Professional communication skills

## **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO or Head of Finance

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## **Date of Issue: February 2020**

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	GCSE (or equivalent) English and Maths Grade C or above	AAT /Pursuing any CIPD HR/Payroll Qualification	Application Form
<b>Training</b>	Excel, Word, Outlook	Capita/other payroll systems Sage Accounting Software	Application Form
<b>Experience</b>	Finance Environment, Payroll Department Experience of working in a school		Application Form Interview
<b>Knowledge and Skills</b>	Preparation and Finalisation of Payroll	Experience of reconciliations	Application Form Interview
<b>Personal Qualities</b>	Highly developed interpersonal skills Ability to work under pressure Able to multi task Problem solving skills		Application Form Interview