



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Payroll Officer</b>
<b>GRADE/SALARY:</b>	<b>Grade K</b>
<b>CAMPUS:</b>	<b>Slough &amp; Langley</b>
<b>RESPONSIBLE TO:</b>	<b>Payroll Manager</b>
<b>DEPARTMENT:</b>	<b>Finance</b>

**JOB PURPOSE:** To assist the Payroll Manager in providing a comprehensive payroll service to the College, to assist in the provision of all necessary information and associated administration on all payroll matters, including pensions, absence calculations and the processing of time and expense claims.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal

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### The main duties and responsibilities of the post include the following: -

1. Assist in the provision of an accurate, reliable and efficient payroll service to all college staff in accordance with payroll policies and procedures, to include covering term time salary calculations and terms and conditions.
2. Responsible for liaising with HR staff and pension providers (Teachers' Pensions & LGPS), HMRC etc. as & when required.
3. Responsible with checking all claim forms; mileage claims, overtime claims, sessional staff claims within iTrent for processing which have been duly authorised. All data input into iTrent should be up to data & accurate.
4. Assist in all sickness, maternity, paternity calculations (as absence is updated on iTrent by HR/staff/managers) in line with College's sick pay schemes.
5. Monitoring and handling of payroll data:
  - I. Managing the shared Payroll inbox and the shared HR/Pay data folder
  - II. Taking responsibility to deal with any matters arising
6. Follow prescribed procedures within set timescales and to deadlines and maintain accurate filing systems
7. Assist in the maintenance and development of the College payroll policies and procedures, as well as assisting in any projects and software developments within payroll.
8. Deputise for for Payroll Manger and escalate queries as appropriate.

9. Undertake such other duties as may be reasonably required, commensurate with the grade of the post, at the initial or present place of work or at any other of the college's establishments.
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### **Note**

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

**PERSON SPECIFICATION****Payroll Officer**

	<b>Essential</b>	<b>Desirable</b>	<b>Source of Evidence</b>
<b>QUALIFICATIONS</b>			
GCSE qualifications or equivalent (Level 2) in English and Maths	x		
<b>EXPERIENCE</b>			
Minimum 2 years of experience working in payroll	x		
Working knowledge of; term time only contracts, Teachers' Pensions & Local Government Pension Schemes		X	
Proven experience of operating iTrent software		x	
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
Working knowledge of MS Excel, Word, Outlook, internet and databases.	x		
Delivering a quality payroll service within tight deadlines	x		
Understanding and application of HMRC legislation gained through professional qualification <u>or</u> experience, to include PAYE, National Insurance, SSP, SMP, SPP, ShPP, student/PG Loans, and able to check and manually calculate these statutory deductions	x		
Working knowledge of court orders, childcare vouchers deductions		x	
Knowledge of superannuation requirements and administration – Auto Enrolment & Re-Enrolment	x		
Proven ability to work on own and as part of a team	x		
Proven written and verbal communication skills	x		
Knowledge of confidentiality and dealing with sensitive information	x		
Be highly organised, methodical and have a flexible approach to working practices	x		

**KEY:**

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation