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Job Description

Payroll Assistant

Job Title: Payroll Assistant

Fixed Term Post until 31st August 2025

*There is a possibility of this contract being extended.*

Section: Finance

Grade: Support Scale 6

Hours: 36 hours per week, with the ability to work flexibly in Payroll weeks to meet the requirements of the post.

Reporting to: Payroll Manager

Base: Uxbridge

# MAIN SCOPE OF POST

The Payroll Assistant will report to the Payroll Manager and is responsible for the accurate and timely payment of College employees using the College payroll system, and for responding to payroll and pension queries.

# DUTIES

1. Responsible for administering the College in-house monthly payroll system and ensuring that all staff are paid on time.
2. Calculate all Payroll amendments and deductions in line with the College Pay Policy and following the relevant approval.
3. Calculate overtime, PAYE, NI deductions, SMP, SSP, OSP, SPP, OMP, pension contributions, attachments to earnings, holiday pay, annual pay awards, salary amendments and increments and implement on the payroll.
4. Support with the testing of system upgrades especially in relation to annual increases for statutory SMP, SSP, SPP etc.
5. Process Starters and Leavers in a timely manner to ensure new employees are paid correctly and leavers are taken off the system.
6. Assist with the preparation of the end of year returns to Pensions Agencies, both LGPS and Teachers Pensions’ which accurately reflect employer and employee contributions for the year. Similarly, assist with the completion of month end returns to both Agencies.
7. Pension Auto-enrol all staff who meet the qualifying criteria to the TPA or LGPS ensuring the correct entry forms for LGPS are completed.
8. Notify TPA and LGPS of joiners, leavers (calculating refunds as required) and changes and communicate with the relevant Agencies over Pension queries.
9. Deal with payroll and pension queries from stakeholders in a calm, courteous and timely manner at all times.
10. Provide accurate and timely information to outside organisations for verification of salary and employment status for the purpose of mortgage applications, insurance claims, benefits etc.
11. Assist with the preparation of the payroll for checking prior to the creation of the BACS file.
12. Check and process payroll lists prepared by the HR Department with appraisal grades/pay points for all staff in preparation for the award of annual pay increments in the relevant period each year.
13. Keep monthly payroll records in an accessible format so that enquiries can be answered quickly and accurately and archive previous year’s payroll information so that payroll data is stored accurately.
14. Input expense claims on to the payroll system following the relevant approval and submission of required receipts / proof (as in accordance with the expenses policy).
15. Have due regard to Data Protection Act and GDPR in relation to all dealings regarding staff data.

**GENERAL**

1. To participate in relevant training and staff development opportunities where appropriate.
2. To take an active part in the Appraisal and Mentoring processes.
3. To comply with all relevant Health and Safety regulations and assist the college in the implementation of its own Health and Safety Policy.
4. To comply with and actively promote within their section the College’s Equal Opportunities Policy.
5. To participate in all necessary enrolment duties.
6. To carry out all other duties as may be reasonably required.

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| Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College. |

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## Payroll Assistant

## Person Specification

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
| **Qualifications** |  |  |  |
| * GCSE in Maths and English (or equivalent to Grade C or above) | ü |  | Cert/AF |
| * Educated to Level 3 (A Level or equivalent) standard |  | ü | Cert/AF |
| Knowledge, Skills and Experience |  |  |  |
| * Minimum of two years’ current payroll experience, working with a computerised payroll system, ideally Midland iTrent |  | ü | AF/IV |
| * Experience of running a payroll in a corporate, public sector or education environment |  | ü | AF/IV |
| * Experience of being responsible for a payroll of around 800+ employees |  | ü | AF/IV |
| * Excellent IT skills, especially Microsoft Excel | ü |  | AF/IV/T |
| * Up to date knowledge of payroll developments and legislation | ü |  | AF/IV |
| * Good interpersonal and communication skills and ability to liaise effectively with external contacts and staff at all levels of the organisation | ü |  | AF/IV |
| * Good administrative skills and a confident user of systems, with excellent attention to detail |  |  | AF/IV |
| * A full understanding of the need for complete confidentiality and discretion | ü |  | AF/IV |
| * Strong numeracy and literacy skills | ü |  | AF/IV/T |
| * Good customer service skills with the ability to answer payroll queries in an appropriate and friendly manner | ü |  | IV |
| * Good organisational and planning ability in order to meet payroll deadlines | ü |  | AF/IV |
| * Experience of administering the Teachers’ Pension scheme, including Year End |  | ü | AF/IV |
| **Personal Attributes** |  |  |  |
| * Flexible to adjust to late payroll changes | ü |  | IV |
| * Patient and understanding to explain complicated payroll calculations to staff | ü |  | IV |
| * Good team player who can contribute to a busy environment | ü |  | IV |
| **Competencies**  *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising;  Working Together; Adaptability/Flexibility; Customer Focus |  |  | AF/IV |

**\***Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test undertaken at selection process

Cert = Certificate