



JOB DESCRIPTION

PAYROLL OFFICER

FINANCE DEPARTMENT

MAIN PURPOSE OF JOB:

To be responsible for the accurate, timely and compliant processing of the Foundation's monthly payroll, ensuring that all payroll-related transactions, statutory requirements and reporting obligations are completed in accordance with relevant legislation and Foundation policies.

Working as a key member of the Finance Team, the Payroll Officer will maintain payroll records, support employees with payroll queries, liaise with external agencies where required, and contribute to the effective financial administration of the Foundation.

The role will also be responsible for providing an efficient and effective credit control service, ensuring the timely collection of School fees, maintaining accurate debtor records, and working professionally with parents and guardians to support the Foundation's cash flow and financial objectives.

MAIN DUTIES:

Payroll and Payroll reporting

- Process and check the monthly payroll prior to submission, ensuring the accurate and timely payment of all staff.
- Produce and validate the monthly BACS payment file.
- Complete all monthly payroll reporting requirements.
- Complete all monthly pension submissions, including Teachers' Pension Scheme and other pension providers as required.
- Complete annual payroll returns and statutory reporting requirements, including PAYE, National Insurance, P11D and other HMRC returns as required.
- Complete the annual Teachers' Pension Scheme return.
- Reconcile payroll control accounts and investigate any discrepancies.
- Produce payroll reports and management information as required.
- Maintain accurate payroll records and ensure compliance with payroll legislation and Foundation policies.
- Respond to payroll-related queries from staff in a timely and professional manner.

Staff Fee Remission

- Calculate annual staff fee remission entitlements and provide information to the Billing team for fee bill production.
- Maintain accurate records of staff fee remission arrangements.

Credit Control

- Follow the Foundation's credit control procedures to ensure the timely collection of school fees.
- Produce and issue fee statements and other correspondence relating to outstanding balances.
- Follow up overdue fees through written correspondence, telephone calls and other appropriate methods.
- Maintain accurate records of all communications and stages of the debt recovery process.
- Liaise with parents, guardians and other stakeholders regarding outstanding accounts in a professional and sensitive manner.
- Liaise with the Foundation's solicitors and external debt recovery agencies where appropriate.
- Produce and distribute the weekly debtors report.
- Escalate overdue accounts in accordance with Foundation policies and procedures.
- Assist with the reconciliation of debtor accounts and investigation of account queries.

General

- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.
- This job description may be reviewed and updated from time to time to reflect departmental changes and organisational developments.



BOLTON
SCHOOL

PERSON SPECIFICATION

PAYROLL OFFICER

FINANCE DEPARTMENT

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
GCSE (or equivalent) Maths and English at Grade C/4 or above.	Essential	Application Form
Educated to A Level standard or equivalent.	Desirable	Application Form
Payroll qualification, such as the CIPP Certificate in Payroll Practice, or equivalent.	Desirable	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven experience delivering end-to-end payroll processing in a complex organisation.	Essential	Application & Interview
Strong knowledge of payroll legislation and pension administration, including PAYE, National Insurance, statutory payments and auto-enrolment requirements.	Essential	Application & Interview
Experience of payroll administration within an education environment.	Desirable	Application & Interview
Experience of working with computerised payroll and finance systems, experience of PASS is desirable.	Essential	Application Form
Excellent attention to detail, with the ability to identify discrepancies and resolve issues effectively.	Essential	Application & Interview
Experience handling sensitive personal and financial data, with a strong understanding of confidentiality and data protection.	Essential	Application & Interview
Proven relevant experience working in a finance or payroll environment.	Essential	Application & Interview
Experience of accurately recording, managing and reporting financial information.	Essential	Application & Interview

Experience of credit control and fee collection within a school or similar organisation.	Desirable	Application & Interview & Reference
Proficient in the use of Microsoft Office applications, particularly Excel, Word and Outlook.	Essential	Application & Interview
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent numerical and analytical skills.	Essential	Application & Interview
Ability to work independently, organise and prioritise workloads effectively, and meet demanding deadlines.	Essential	Application & Interview
Excellent written and verbal communication skills.	Essential	Application & Interview
Able to communicate professionally and diplomatically with parents and guardians, maintaining positive relationships while effectively managing sensitive credit control matters.	Essential	Application & Interview
Ability to demonstrate excellent customer service skills.	Essential	Application & Interview
Ability to work collaboratively as part of a team and support colleagues when required.	Essential	Application & Interview
Must demonstrate an understanding of confidentiality and trustworthiness.	Essential	Application & Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	Essential	Interview & Reference



TERMS AND CONDITIONS

PAYROLL OFFICER

FINANCE DEPARTMENT

SALARY
The salary will be between point 27 and point 31, £37,657 and £40,940 per annum (pay award pending for September 2026), on the Bolton School Support Staff Salary Scale, dependent on skills and experience.
HOURS OF WORK
35 hours per week, between Monday and Friday, annually. The normal hours of work are 8.30am to 4.30pm, with a one-hour unpaid lunch break each day. The department also operates a flexi-time scheme.
HOLIDAY
20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays.
LINE MANAGEMENT
Finance Manager
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none">• Lunches will be provided free of charge on campus.• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).• Life Assurance cover up until the age of 65.• Access to a free Employee Assistance Programme.• Training and development opportunities will be offered.• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.• Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.• Ride to Work Scheme available.

- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.