



PRIOR'S FIELD

SCHOOL

ROLE OF SCHOOL PAYROLL OFFICER

JOB DESCRIPTION

The role of Payroll Officer is of crucial importance at Prior's Field. The Payroll Officer is responsible for administering the payroll, pensions and benefits functions of the school. They are the primary point of contact for all payroll queries and will work closely with the HR and Finance teams.

This post reports to the Finance Manager.

SPECIFIC RESPONSIBILITIES/ACCOUNTABILITIES

- Performance of the end to end running of the payroll function for the school
 - Run monthly payroll and send payslips via ePayslips portal
 - Upload payroll BACS instructions to bank for checking and approval
 - Prepare and upload payroll journal in iFinance
 - Produce monthly reconciliation of payroll to budget/forecast for review by the Finance Manager
 - Produce monthly analysis of payroll variances against previous month
 - Ensure that all payroll deductions are paid over on a monthly basis and on time
 - Complete year end processes in line with WCBS PASS protocols and HMRC requirements, prepare payroll for new tax year and produce P60s
 - Prepare, complete and submit P11Ds
- The creation and maintenance of payroll records in line with compliance and GDPR regulations
- To ensure that errors are resolved, and preventative action is taken
- Ensure that all necessary payroll and pension related knowledge is kept up to date and keep the Bursar, Finance Manager and HR abreast of any changes i.e. statutory payments, National Minimum wage etc.
- Perform Control Account reconciliations
- To create and maintain procedure notes for Payroll to enable other staff members to step in if required
- To administer and assist staff with the School's pension schemes:
 - Maintain records and submit files monthly

- Prepare the end of year certificate for submission to Teachers' Pension
- Keep staff up to date with new legislation and processes
- Act as primary liaison for TPS audits
- Auto-enrol new members of staff and record opt out requests and forms
- Ensure that re-enrolment is processed every 3 years
- To administer and assist staff with other staff benefits, which currently include Private Medical, Cycle to Work, Life Assurance, Payroll Giving and Salary Sacrifice
- To assist with the administration of the Apprenticeship Levy scheme
- To assist with calculations and review of job offers and contract amendments
- To assist with the calculations for the Annual Review process
- Ensure compliance with IR35 legislation
- Maintain absence records and finance department holiday information
- Performing other duties or responsibilities as may from time to time be required by the Head that are appropriate to the role

GENERAL RESPONSIBILITIES:

- Liaison with parents, guardians, students and staff
- Liaise closely with appropriate staff in pursuance of the post holder's primary purpose
- Demonstrate a commitment to improving and developing the organisation's processes and facilities
- Comply with all relevant policies, procedures and instructions regarding safeguarding, health and safety, including safe practices and methods of work
- At all times, respect the confidential nature of information concerning the work and business of the school
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting the environment
- Be committed to the development of a working culture which values and celebrates the contributions and achievements of colleagues
- Support the ethos of Prior's Field as both a boarding and a day school and work in accordance with the school's aims, policies and marketing strategy

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.