

## **Payroll Officer**

### **Job Description**

**Responsible to: Head of Finance - Payroll**

#### **Main Purpose of the Post**

The Payroll Officer is accountable for providing accurate, timely and efficient payroll services to Orchard Hill College and to the wider OHCAT family.

#### **Main Tasks and Responsibilities**

Accurate input of data into the Payroll system to ensure that appropriate employee starter/transfer/variation/leaver details, gross payments PAYE income tax, National Insurance (N.I.), pensions and other deductions are, correctly set up and calculated in accordance with statutory and contractual requirements.

Accurate input of regular/ad-hoc payroll adjustments (e.g. union deductions, season ticket loans, pay claims) by the required deadlines.

Accurately calculate Statutory and Occupational Sickness and Parental Pay, making the necessary adjustments required on the payroll system. Complete any required statutory forms within the required timeframe

Check and validate the results of 'provisional' payroll runs with reference to exception reports, and taking appropriate remedial actions to achieve accurate final payslips.

Calculate final payments as notified by HR, recover any loan balances etc. and send payslips/P45s by the contractual pay date following the employees' last day of service.

Calculate and process emergency manual payments as required.

Calculate Gross and Net overpayments and recover/notify HR as necessary.

Contribute to identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.

Contribute to checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.

Provide a responsive, accurate client service on payroll matters and resolve difficult enquiries.

Provide and promote service excellence and foster effective teamwork and business relationships.

Liaising with Human Resources regarding new starters, leavers, remuneration and conditions of service.

Payroll reporting to meet internal and other legislative statutory obligations through processing and preparing returns, related reports, forms and other documentation as requested and liaising with 3<sup>rd</sup> parties where needed.

Processing increases and calculation of back pays.

Month end processing including posting journal into finance system and balance sheet reconciliation

Administration of Company pension schemes and maintenance including auto enrolment process.

Tax Year end processing

New Tax Year processing

Pension Year end processing

## **Person Specification**

### **Knowledge, Skills and Experience Needed for the Job**

Experience in payroll, and the use of a computerised payroll system (preferably SelectPay)

Understanding of payroll legislation and processes

Basic knowledge of pay and conditions of Local Government and Teaching staff

Basic knowledge and understanding of Local Government and Teachers Pension scheme.

Proven ability to work effectively either as an individual or a member of a team and relate effectively with staff on all levels.

Good customer service ethos and ability to communicate in a clear and concise manner.

Proven ability to quickly learn new information, processes and procedures.

Proven ability to meet deadlines and identify and resolve issues.

Intermediate or Advance Level in Excel.