

<b>Character Education Trust</b> Job Description	
<b>Post Title:</b>	<b>Payroll Manager</b>
<b>Post Holder:</b>	
<b>Reporting To:</b>	Executive Head teacher, Head teachers, Finance Director
<b>Liaising With:</b>	Leadership Team, staff
<b>Contract Type:</b>	37 hours a week – Full time
<b>Salary scale</b>	KR8 (£26,598 – 30,333)
<b>Main/Core Duties</b>	
	<p>To have full responsibility for completing monthly payroll, pensions and benefits administration for approximately 220 staff employed by the trust.</p> <p>To report to the Trust Human Resources Manager and work with admin staff at schools to provide information for analysis.</p> <p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• To ensure the data required each month is collected and to reflect joiners, leavers, regular and variable pay adjustment</li> <li>• To process the pay run each month on payroll software</li> <li>• To work with the finance team to pay required payments to staff and third parties.</li> <li>• To ensure all payroll and pension queries are responded to promptly and with sensitivity</li> <li>• To work with Human Resources Manager to identify recruitment gaps</li> <li>• To make all required pension submissions on a monthly basis in a compliance with required deadlines</li> <li>• To assist with payroll year end procedures</li> </ul> <p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• To assist the Human Resources Manager in recruitment process</li> <li>• To assist with the monitoring of absence in the schools</li> <li>• To process leavers of employment in a timely manner.</li> </ul>

### **Essential Skill, Knowledge and Qualifications**

- An experience payroll professional with expertise to make sure payroll is completed to agreed deadlines every month
- Use of Sage Payroll software or a similar equivalent
- Knowledge of Teachers Pension and Local Government Pension Schemes
- Excellent IT Skills

### **Desirable Skills, Knowledge and Qualities**

- Knowledge and experience of an educational setting
- Ability to work independently