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**Designation: - Payroll Manager**

**Salary: B2**

**Responsible to: - Chief Operating Officer/Human Resources Manager**

**Job Purpose**

The main part of this role is to work as part of a team and supporting the delivery of payroll for Rivermead Inclusive Trust. You will contribute to the provision of a high performing and quality payroll service. Making sure that all payroll activities are delivered within legislation frameworks and ensuring correct processes and procedures are followed and maintained.

**Key Responsibilities**

* To deliver a high quality and comprehensive payroll information service all employees
* To be the main point of contact for all payroll queries on a wide range, schoolteachers and employee’s pay and benefits.
* Responsible for responding and resolving enquiries through phone calls, email and other correspondence.
* To support all activities to ensure payroll is delivered within the agreed timescales and accuracy levels, and that the payroll procedures are adhered to and all payrolls are reconciled each month in line with statutory and regulatory requirements.
* To maintain professionalism at all times and to monitor workload, escalating issues to the Human Resources Manager
* To ensure that all payrolls are processed within detailed timelines and that the processes are streamlined and effective.
* Manage, store, use and maintain ‘personal data’ ensuring compliance with the Trust’s Data Protection policy.
* To ensure all payroll inputs and outputs are completed correctly and are auditable.
* To ensure month by month reconciliation is completed to aid accuracy and year end submission.
* To support any Internal Audit and external agency requirements as and when required in the performance of duties stated.
* To develop a wide understanding of terms and conditions, pay scales and benefits.
* To be adaptable and flexible to meet the changing needs of the business. To actively participate in a continuous improvement/change culture seeking to improve services, performance and share expertise and skills with other members of the team.
* Ensuring that internal policies and procedures are effective and compliant.
* Management of year end procedures and timelines ensuring deadlines are met
* To ensure compliance of HMRC and Payroll & Pension regulations/legislation
* Development and maintain relationships with internal and external staff
* Resolution of all payroll issues – problem solving
* Communication of relevant information within the Core team
* Keeping abreast of legislation changes/HMRC interpretations and updating the team and COO and HR Manager
* To work closely with Human Resources and Finance ensuring any changes are reflected within payroll
* Audited and unaudited end of EYOC
* Ensuring that all staff information is continuously updated
* To provide staff and salary information to the COO upon request
* Any adhoc tasks requested by your line manager

**Knowledge & Experience**

* Knowledge of payroll administration and payroll legislation.
* Experienced administrator with an ability to interpret and implement payroll legislation.
* Experience of working in a high volume administration environment with multiple clients / users.
* Knowledge of effective workflow methodologies.
* Possesses excellent numeracy skills and close attention to detail.
* NVQ 3 or equivalent experience.
* Full working knowledge of Microsoft Office, Outlook, Excel.
* Excellent organisational skills with the ability to prioritise and organise workload effectively.
* Good communicator and able to build and develop relationships with internal and external customers.
* Knows how to deliver service excellence, handle and resolve complaints and deal with difficult customers.
* Work constructively as a team, understanding the roles and responsibilities and willingness to support others.

**Personal Specification**

* Excellent organisational skills.
* Good ICT skills.
* Ability to work on own initiative and also part of a team.
* Ability to work to tight deadlines.
* Ability to use Accounting Software, although training will be provided.

**Organisation**

The postholder will be line managed by the Human Resources Manager.

The postholder will have no direct staff responsibilities

The postholder will have daily contact with staff throughout the Trust and outside agencies.

**Working Environment**

The postholder will be based within the Rivermead Inclusive Trust.