

Job Title: Payroll & Pensions Officer

Job Purpose: To run the payroll and associated reporting, maintain the personnel database, prepare reports/returns and assist staff with queries

Reports to: Director of Personnel & Corporate Services

Duties to include:

1. Prepare the accurate and timely processing of the on-line payroll using the Software for People (SfP) database.
2. Provide accurate and complete Annual Returns for Local Government Pensions scheme (LGPS) and monthly/annual data collection for Teachers' Pension Scheme (TPS) in line with the requirements of Hampshire Pensions Fund (HPS) and TPS respectively.
3. Provide information to staff on payroll and pensions matters.
4. Liaise with SfP on technical issues in the use of the personnel database and payroll system, including leading on further developments in the use of the system.
5. Act as contact with outside agencies regarding payroll and pension queries as required.
6. Provide management information to inform decision making on staffing matters.
7. Provide information to Finance Director to support audit requirements as requested.
8. Assess staff for auto enrolment, ensure compliance with pensions regulations, complete pension data and ensure that appropriate information is sent to pension agencies.
9. Produce electronic payslips and P60s.
10. Contribute to the preparation and monitoring of the College staffing budget.
11. Update and maintain the SfP Personnel database.
12. Prepare documentation annually in respect of staff annual leave and TOIL arrangements.
13. Provide supporting documentation for staff gradings and contribute to the College reward strategy.
14. Monitor special leave and administer statutory leave e.g. sickness, maternity, paternity and adoption.
15. Provide reports and provide data for FOI requests, Gender Pay Gap etc.
16. Complete surveys and respond to requests for information from external agencies e.g. funding bodies, Sixth Form Colleges Association (SFCA), Association of Colleges (AoC), government departments.
17. Running, checking and completing Single Central Record of staff information.
18. Working with the Business Manager at the AHED division on payroll and pensions matters.

19. Attend meetings and training events to maintain currency in payroll, pension and software matters.
20. Prioritise the safeguarding of all students and participate in training on safeguarding matters.
21. Contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
22. Undertake any other duties reasonably required by the Principal.

October 2020

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Category	Essential	Desirable	Ascertained by
Qualifications	A level or equivalent	Payroll Technician Certificate (Level 3) or equivalent	Qualification certificates.
Experience	Experienced in payroll administration Pension administration from employer perspective	Payroll administration in education Administration and reporting relating to Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS)	Application form; At interview.
Additional Skills and Abilities	Expertise in use of Excel Expertise in using an HR database and a payroll electronic system Understanding of HMRC, auto enrolment and similar legislation relating to payroll Attention to detail Able to manage a varied workload with short and long term deadlines Friendly manner when dealing with staff queries and external agencies	Use of Software for People database	Application form; At interview and task
Other	To display a commitment to the protection and safeguarding of children and vulnerable adults. To display a commitment to meeting the individual needs of each student; to respect diversity , advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.		Application form; At interview;

Terms and Conditions:

30 hours a week, full year (0.8108 FTE). Ideally to be worked over five days, but may be over four by agreement. Pay on the Support Staff Scale in the range 35 – 40 which is currently £29,157 - £33,384 per annum full time equivalent. Actual salary £23,640 to £27,068 per annum. Membership of the Local Government Pension Scheme and a minimum of 27 days paid leave pro rata.