

JOB DESCRIPTION

POST TITLE	:	Payroll Support Officer
SCALE	:	Support Scale
SALARY	:	Up to £32,010
RESPONSIBLE TO	:	Head of Human Resources
CLOSING DATE	:	5.00pm, Thursday 24 April 2025
INTERVIEW DATE	:	Tuesday 6 May 2025

Main Purpose of the Post

To provide a comprehensive payroll support service as part of the College's HR team, including logging and maintaining accurate people and payroll related information and providing a full Payroll service in the absence of the HR Officer for Payroll.

Responsibilities

- 1 Operate the College's payroll email to action any queries in a timely manner and/or to forward to relevant team members, in order to resolve queries.
- 2 Manage electronic employee records and files, including regular audits of files to ensure all requisite paperwork has been received and to make sure the system data remains clean.
- 3 Managing the onboarding of new employees, including chasing references, DBS checks, right to work checks and all other checks required by the College/in education.
- 4 Assist with wider HR team responsibilities as and when required, including ensuring correct processes are followed at all times.
- 5 Preparing employee files and filing all employee documentation.
- 6 Working with the HR Officer for Payroll to administer an accurate and timely payroll service, in accordance with all relevant legislation and best practice, for the College's 700 staff. This will require:
 1. Preparation and direct input of payroll data on to the HR and Payroll system
 2. Processing SSP, SMP, SPP, Tax, NI, Student Loans, Court Orders and Pension deductions
 3. Auto enrolment processing
 4. Issuing P45s, P60s and P11Ds
 5. Balancing the month-end payroll to ensure accuracy and investigating any anomalies
 6. Month-end and year-end control accounts, ensuring pension and deductions are accounted for
 7. Submission of all month end returns
8. Maintain key internal and external relationships, including with HMRC, Pension Providers, Midland HR (MHR)/System providers and any other body associated with relevant statutory requirements.

9. Accurately input data to the Human Resources & Payroll system, liaising and working with Human Resources team members to ensure consistent knowledge and application throughout the team.
10. To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
11. To undertake invigilation duties from time to time.
12. To carry out such other duties as the Principal may reasonably require.

HOURS:

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College, as some evening and weekend work is required to support the wider College and its learners. Core hours are as follows:

Monday – Thursday 8:40am – 5:00pm
Friday 8:40am – 4:35 pm
(One hour lunch break each day)

PERSON SPECIFICATION

POST: Payroll Support Officer

DIVISION: Human Resources

QUALIFICATIONS

		Essential/ Desirable	To be identified by:
1	Good general education including GCSEs grade A-C/9-5 in Maths and English	E	Application form
2	Payroll related qualification to Level 3	E	Application form

KNOWLEDGE/SKILLS

1	Ability to work on own initiative and as part of a team	E	Application form/Interview
2	Excellent literacy and oral communication skills	E	Application form/Interview
3	Excellent IT and numeracy skills	E	Application form/Interview
4	Excellent organisation and planning skills	E	Application form/Interview
5	Ability to effectively present data	E	Application form/Interview
6	Awareness of Safeguarding Legislation	D	Application form/Interview

EXPERIENCE

1	Experience of working within Education	D	Application form/Interview
2	Experience of working with HR & Payroll systems	E	Application form/Interview
3	Experience of Microsoft Office applications	E	Application form/interview
4	Experience of supporting or coordinating effective payroll provisions	E	Application form/interview

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/Interview

3	Good teamworking skills and commitment to teamworking	E	Application form/Interview
4	A commitment to ongoing professional development	E	Application form/Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*