



Haileybury

Job Description

Job Title: Payroll and Pensions Assistant

Department: Finance

Responsible to: Payroll Manager

Last reviewed: May 2022

Job Outline:

The primary objective of this role is to support the work of the Payroll Manager, within the Finance Department, in providing a payroll service to all areas of the School. We are responsible for ensuring that the School's payroll is processed accurately and in a timely manner while ensuring records are kept up to date and all internal and external reporting requirements are met. The payroll is one of our most significant cost and responsibility areas. The Payroll Manager and Payroll and Pensions Assistant play a central role in ensuring that Budget and other controls are maintained through reporting which is timely, accurate and based on account reconciliations.

The Payroll and Pensions Assistant will have their own areas of responsibility but will be expected to support other members of the department and provide cover where required. Accuracy and attention to detail are key skills to succeed in this role, which involves processing large volumes of information and adhering to deadlines. It is also important to be able to build internal and external working relationships with discretion and professional courtesy. Confidentiality is assumed throughout.

Working Times

Full time

37.5 hours per week

Core working time Monday to Friday 9.00am to 5.00pm with 30 minute unpaid lunch break

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly, and as the School is used by pupils at weekends, which is also the time most parents visit, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Line Manager

Payroll Manager (Direct)

Head of Finance (Indirect)

It is expected that all duties will be completed effectively, efficiently, accurately and within allocated deadlines.

Duties:

- to assist in providing a complete, efficient and accurate payroll service for the School as part of the Finance Department which may include the timely and accurate processing and preparation of the following:
 - Resolving queries both internal and external regarding payroll elements
 - Responsibility for ensuring email enquiries response in a timely manner
 - Liaison with and support of the HR Department as required
 - Maintaining payroll records for employees including starters, leavers and contract changes
 - Processing changes and reporting on statutory deductions
 - Communication with, and preparation of reports to pension and other external providers
 - Completion of returns and employee notifications

- Completion of surveys on a periodic basis
 - Support in preparation of internal and external reporting
 - Deputising for the Payroll Manager as required
 - Maintaining record systems and filing of required documentation
 - Support the wider Finance Department as required.
 - Preparation of information for, and support during annual audit
- to establish effective communication and co-operation with all internal stakeholders and external suppliers
 - to complete special projects and ad hoc requests, as required
 - to assist the Head of Finance and Payroll Manager when necessary

General Duties:

- to ensure that all work is supported with a transparent electronic audit trail i.e. supported by an appropriate filing system which contains clear and accurate working papers
- to approach the role in a spirit of constant improvement and development in process and output
- to comply with School policy in respect of Data Protection – in particular with regard to the confidentiality of financial information
- to assist in the smooth running of the Finance Department, including supporting other members of the Finance team as and when required

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Skills and Qualifications

- Experience in a similar role with high volume processing and tight deadlines. (Required)
- Experience with an Industry standard payroll system. (Required)
- Experience with Office and Email system. (Required)
- Experience in Payroll reconciliations and Reporting. (Required)
- Completed or studying for a qualification, such as CIPP. (Desirable)
- Excellent communication skills with all relevant client groups, both internally and externally.
- Ability to understand and operate within a school environment.
- Well organised with the ability to prioritise work to deadlines and under pressure.
- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Confident, self-motivated and proactive.
- Enthusiastic with the ability to learn.
- Honest, polite, reliable, resourceful, flexible, punctual and committed.

Whilst there is no requirement to do so, we would provide support for applicants to train for professional examinations.

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.