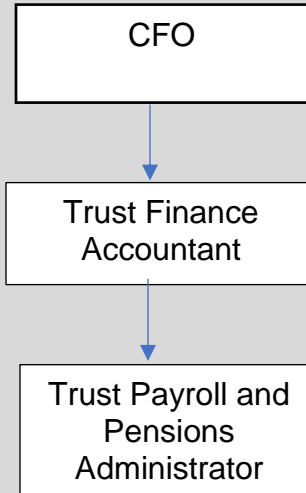


## JOB DESCRIPTION

<b>Job Title:</b>	Trust Payroll and Pensions Administrator	<b>Job Ref:</b>	TKATPP0124
<b>School:</b>	The Trust	<b>Salary:</b>	FTE £29,269 – £33,024 Actual salary £22,178-£25,024
<b>Reports To:</b>	Trust Finance Accountant		
<b>Grade:</b>	Grade 6 SCP 18 - 24		
<b>Employment Status:</b>			
Permanent/Part time/Term time only – plus 4 weeks (this is cover work to be carried out in school holidays to ensure that payroll deadlines are met).			
<b>Place of work:</b>			
This role will be based in the Trust Central Team offices, located in Reading, Berkshire.			
<b>Hours of Work:</b>			
30 hours per week – 5 days a week – working pattern to be agreed			
<b>Job Purpose</b>			
To carry out the effective implementation of the payroll and pension requirements of the Trust.			
To be responsible for collating, calculating and inputting monthly payroll data in accordance with deadlines, working closely with central finance and school-based staff			
To undertake pension administration for the trust, liaising with both the Local Government Pension Scheme and the Teachers’ Pension Scheme, promptly responding to queries and requests for information.			
To ensure compliance with trust policies and legislative requirements.			
<b>Departmental/Team Purpose:</b>			
The purpose of the Trust is to meet the educational needs of children and young people within the local community.			

**Organisation Chart:**



**Scope**

**Financial Accountabilities**

Budgets directly controlled (please state if this has been delegated to the post-holder) **No**

Budgets monitored on day-to-day basis: **No**

**Staff Responsibilities**

Number of employees managed/supervised: NONE

Number of FTE (Full Time Equivalent) employees managed/supervised:

**Management of Physical Assets**

Nature of physical assets directly controlled, (e.g. children's home): NONE

**Summary of Main Contacts.**

- Trust Central Team
- Payroll Provider
- Pension Bodies
- Other school staff
- Other professionals (e.g. Suppliers)

**Safeguarding statement**

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in.
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

<b>Main Tasks/Accountabilities</b>
1. To liaise with the Trust's payroll provider on a monthly basis. Ensuring the external payroll provider has correct and up-to-date information on pay increments, cost of living increases and other changes to salaries and the allowances structure, processing this information as required.
2. To provide schools in the Trust with the monthly and annual payroll reports.
3. Be responsible for the checking and processing of timesheets and absence returns on to the Trust's payroll system.
4. Be the first point of contact for all payroll and pension queries and undertaking calculations relating to queries, over and under payments.
5. To assist in the pension administration of both the Local Government Pension Scheme and the Teachers' Pension Scheme.
6. Administration of the trust's childcare voucher processes and other salary sacrifice schemes, such as the cycle to work scheme, including inputting and processing associated transactions into the payroll system.
7. To support the annual external audit and any other HMRC inspections, internal audit or other investigations as required.
8. Completion of ONS surveys and other monitoring reports, including gender pay.
9. Any other duties may be allocated after consultation with the postholder.