

Central Head Office	
<b>Job title:</b>	Payroll Pensions & Benefits Manager
<b>Responsible to:</b>	Head of People & Culture
<b>Liaising with:</b>	Finance, School Contacts. HMRC, LGPS and TPS
<b>Pay range:</b>	NJC31 - NJC 36
<b>Contract terms:</b>	Monday-Thursday 8:30am- 5:00pm Friday 8:30am-4:30pm



All staff should be committed to the school and East Midlands Academy Trust's purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

### Overall role Purpose

The Payroll Pensions & Benefits Manager is responsible for ensuring effective and efficient management of the Payroll Pension & Benefits Service and that all employees are paid accurately, on time and securely and fulfilling all employer statutory and contractual (legal) obligations when processing the payment of wages, salaries and pension benefits, whilst developing a robust employee value proposition.

### The main purpose of the role is to:

- Pay employees accurately, on time and securely.
- Fulfil statutory and contractual (legal) obligations in relation to payroll and pension matters.
- Fulfil obligations and expectations of internal and external customers of the Payroll and Pension Service including any service level agreements.
- Develop a robust employee value proposition.

### Management of the Payroll Service

Key responsibilities of managing the Payroll Service include:

- Effective and efficient end to end payroll processing of the East Midlands Academy Trust multi-site (9) monthly payroll.
- Maintain the monthly Payroll Changes Report and present the Payroll to the Final Payroll Approvers Monthly (Chief Executive Officer/ Chief Operating Officer, Head of Finance and Head of People & Culture) for final authorisation.
- Process pay scale and allowance uplifts in accordance with the Schools Pay and Conditions Document and National Joint Council Local Government Services Pay Agreement
- Support all employees with pay related queries efficiently.
- Maintain clear Payroll record keeping for the retention periods clarified in the Data Protection Act 2018 and maintain clear audit trails.
- Ensure the payroll software is up to date with the latest pay scales, allowances, NI rates and tax thresholds.

- Produce returns as required by HMRC under Real Time Information (RTI) and annually complete forms such as P60s for the period 5<sup>th</sup> April – 6<sup>th</sup> April.
- Liaise and distribute monthly required files to external customers of the Payment Office.
- Analyse and calculate the Mean and Median Gender Pay Gap annually according to the snapshot date and create the Gender Pay Gap Report to be published on the website. Provide the figures to Finance and ensure compliance to filing deadlines on gov.uk.
- Keep up to date with Payroll legislative changes, and court rulings to ensure compliance to the latest rules and regulations and keep the Payment Office informed of such changes.
- Calculate and provide payroll reports to authorised personnel upon request such as scenario building, potential TUPE arrangements and cost exercises.
- Continuously update, regularly check and maintain payroll procedure documentation, payment cycle, payroll information flowchart and payroll staff training material.
- Onboard new sites efficiently and accurately onto Edupay and run parallel runs prior to live status.

#### **Key responsibilities of managing the Pension Service include:**

- Ensure the payroll software is up to date with the latest pensionable pay thresholds and employees contribution percentages and employer percentages to deduct the correct monthly contributions from employees pay and ensure the employer is paying the correct value.
- Contractually enrol eligible new starters onto the relevant pension scheme according to their employment.
- Maintain clear Payroll record keeping for the retention periods clarified by Local Government Pension Scheme and Teachers Pension Scheme.
- Support all employees with pension related queries efficiently and advise of the time scale for a response if a case has been raised to Teachers Pensions or Local Government Pension Scheme.
- Completion of the monthly LGPS returns to LGPS Buckinghamshire and LGPS Northamptonshire for all sites (9) by the deadline via iconnect.
- Completion of the monthly contribution reconciliation (MCR) monthly file to Teachers Pension for (7) sites by the deadline via Teachers Pension employer account.
- Tri-annually re-enrol all eligible jobholders on the chosen re-enrolment date into the relevant pension scheme for their employment, create personalised letters advising the employees of the re-enrolment, complete the declaration of compliance by the deadline, ensuring full signature of the Chief Executive Officer/Chief Operating Officer.
- Complete the final end of year LGPS returns via iconnect for LGPS Northamptonshire and LGPS Buckinghamshire.
- Analyse staff data, reconcile cash figure against the payments and complete the unaudited End of Year Certificate for Teachers Pension by the deadline.
- Collect requested data for the Auditors and support with any raised queries for the completion of the audited End of Year Certificate for Teachers Pension by the deadline.

#### **Key responsibilities of managing the Benefits Service include:**

- Enrolling new employees onto the Vivup platform ensuring essential access to employee benefits and removing access for leavers.
- Assess utilisation of benefits, monitor usage and advertise employee benefits appropriately through marketing branded leaflets, posters and employee material.
- Manage orders timely
- Check eligibility of orders under national minimum wage requirements, EMAT eligibility criteria to protect both EMAT (the employer) and #EMATters.
- Ensure salary sacrifice arrangements are correctly payrolled.
- Ensure balance checks are completed thoroughly for resignations, retirements or any other leaver and draw monies owed from last pay checks.
- Ensure compliance to p11d or payrolled benefit requirements assessing the benefits offered to ensure correct reporting is followed.

#### **Payroll obligations to People & Culture :**

- Ensure People & Culture are aware of the exact payroll information required, the format and deadlines in order for processing to commence.

- Provide the Payroll Calendar to People & Culture to ensure they are informed of the data collection dates, deadline and the varied timetable such as early pay dates when the payday lands on a bank holiday, a weekend or is earlier due to the Christmas break.
- Inform People & Culture of any problems concerning employees and their pay, such as any overpayments or overtime claimed that has not been agreed.
- Ensure pay changes that are in relation to a contract change are authorised by the Head People & Culture (via the monthly Payroll meeting).
- Keep the payment office informed of the authorised signatories.
- Inform People & Culture when an employees pay changes due to prolonged leave, so they are able to communicate to the employee, such as sickness leave entitlement when an employee has exhausted occupational sick pay entitlement.

#### **Payroll obligations to Finance:**

- Ensure pay elements such as salary, overtime or honorarium are recorded according to the type of pay element for Finance to exercise correct cost coding of the pay elements.
- Export and upload Payroll Reports to the shared Payroll folder timely after finalisation for Finance to be informed of employee pay costs.
- Provide estimated costs of Pay Awards or change in legislation on salaries and wages when requested for financial planning purposes.
- Advise the Chief Operating Officer of the total net pay value and value of other payments associated with the monthly payroll on a monthly basis to ensure sufficient funds in the trust bank account in preparation for pay day.

#### **Influencing and Managing relationships**

- Leads by example with integrity, resilience, and clarity to build a positive organisational culture.
- Works effectively and builds strong relationships with School Contacts, People & Culture, Finance, Chief Operating Officer and Chief Executive Officer and colleagues within the trust and academies.
- Advises new Academies joining the Trust on payroll procedures.
- Works collaboratively with People & Culture and Finance to meet expectations.
- Provide employees with a fast and reliable Payroll and Pension service to support a good reputation and name.

#### **Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy. This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

#### **Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

#### **Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

#### **Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

Compiled by: <b>People &amp; Culture</b> and the <b>Head of Education</b>	Revision Number: v1
Approved by <b>People &amp; Culture</b> :	Revision Date ___/___/___
Approved by <b>People &amp; Culture</b> :	Date:___/___/___
Agreed and signed by post holder:	Date:___/___/___

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

**Person Specification – Payroll Pensions & Benefits  
Manager**

	Essential	Desirable
<b>Education and Qualifications</b>		
Strong academic background at GCSE/A-Level (or equivalent)	x	
Minimum Grade B in Maths & English GCSE	x	
Undergraduate degree (or equivalent)		x
Permitted to work in the UK	x	
CIPP qualification	x	
Member of CIPP	x	
<b>Experience</b>		
Experience in education establishment payroll		x
Experience of 400+ employee payroll	x	
Experience of line managing employee/s	x	
<b>Knowledge and Skills</b>		
Excel Skills (Formulas, addition, subtraction, percentages, costing reports, macros)	x	
Proven knowledge of GDPR and Data protection principles	x	
Excellent understanding of accountability and prioritising.	x	
Excellent IT skills and work to tight deadlines	x	
Knowledge of child protection and safeguarding policies	x	
Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how these impact on morale, high expectations and high standards	x	
Up to date with latest legislation and statutory reporting requirements set out by HMRC.	x	
Payroll & HR systems	x	
Teachers Pension MCR submissions		x
Salary sacrifice arrangements		x
EduPAY		x
SAMPeople		x
<b>Personal Qualities</b>		
Self-motivation, enthusiasm	x	
Ability to move between big picture and detail	x	
Ability to share technical details in a non-technical manner	x	
Detailed, conscious & precise	x	
Ability to manage own workload and objectives	x	
Pragmatic and solution oriented	x	
Commitment to high standards and continuous improvement	x	
Openness to undertake any training relevant to the role	x	
Ability to negotiate, influence and hold to account	x	
Effective prioritisation and time management	x	