



Peter Symonds College Job Description

- Job title:** Payroll Specialist (Interim, rolling contract, 3-month initial term)
- Grade:** Spine Point 21 – 27 (currently £35,451 - £41,257): Hourly rate: £18.43-£21.44
- Hours:** Full time, 37 hours per week
- Responsible to:** Director of Personnel

Main purpose of the job

This post is responsible for coordinating the entire payroll process. The existing post-holder is leaving and this post-holder will be working with them for a hand-over period of 2 months and then be responsible for running the payroll, fully documenting processes and managing all tasks related to payroll processing through to completion, including inputting variable data, checking payroll output and preparing and submitting pension and HMRC reports and returns.

The post will require regular liaison with a range of key stakeholders, including, but not limited to, the Senior Management Team, Personnel team, Finance Team, employees and external stakeholders such as the Local Government Pension Scheme, Teachers' Pension Scheme, HMRC and others.

Main duties and key responsibilities

The following is typical of the duties and responsibilities of the post holder. It is not exhaustive and other duties and responsibilities appropriate to the post may be required by the College.

- Prepare and process payroll for approximately 800 staff, ensuring all policy, procedure, practice, training, advice and documentation complies with the most up to date statutory guidance and best practice and relevant payroll law.
- Liaise closely with HR colleagues to accurately input payroll data to the payroll system.
- Perform payroll reconciliations and resolve discrepancies.
- Review and check the accuracy of pension scheme-related payroll output.
- Review and check payroll system output reports.
- Prepare information and reports for internal and external payroll audits.
- Handle HMRC queries and submissions, including payroll deductions
- Reconcile PAYE accounts
- Ensure appropriate payroll advice, guidance and support is provided to staff, and signpost correctly for pension queries where they can't be answered in-house.
- Prepare the accurate and timely processing of the on-line payroll using CIPHR (Accord) software.
- 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.
- Provide information to staff on payroll and pensions matters.
- Liaise with CIPHR on technical issues.
- Act as contact with outside agencies regarding payroll and pension queries as required.

- Provide management information to inform decision making on staffing matters.
- Provide information to Finance Director to support audit requirements as requested.
- Assess staff for auto enrolment, ensure compliance with pensions regulations, complete pension data and ensure that appropriate information is sent to pension agencies.
- Produce electronic payslips and P60s.
- Administer statutory leave e.g. sickness, maternity, paternity and adoption.
- 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.
- Prioritise the safeguarding of all students and participate in training on safeguarding matters.
- 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.
- Undertake any other duties reasonably required by the Principal.

Person specification

Essential

- Over two years' experience with payroll
- Expertise in use of Excel
- Expertise in using an HR database and a payroll electronic system
- Knowledge of end-to-end payroll processing, including pensions, benefits, and statutory payments.
- Knowledge of pension tiered contributions and online administration (e.g. starters, and leavers).
- Understanding of HMRC, auto enrolment and similar legislation relating to payroll
- Ability to manually calculate payroll.
- High accuracy and attention to detail in both manual and systems-based work.
- Strong coordination, prioritization, and multitasking skills with minimal supervision.
- Customer-focused approach, adept at handling queries via phone and email.
- Adaptability to a highly changeable environment.
- Excellent verbal and written communication skills.
- Ability to work under pressure and meet tight deadlines.
- In-depth knowledge of payroll legislation, processing, and auto-enrolment regulations.

Desirable

- Ideally, a CIPP Foundation degree qualification (or equivalent) or working towards it.
- Familiarity with College or education payroll (desirable).
- Administration and reporting relating to Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS)