



# Peter Symonds College Job Description

<b>Job title:</b>	Payroll Manager
<b>Grade:</b>	Spine Point 20-25
<b>Hours:</b>	Full time, 37 hours per week, 52 weeks a year
<b>Responsible to:</b>	Director of Personnel
<b>Responsible for:</b>	Payroll Assistant

## Main purpose of the job

This challenging role requires the Payroll Manager to administer and control the payroll and pension functions for approximately 800 employees of Peter Symonds College (including the Adult and Higher Education Division). Taking responsibility for running the payroll, the Payroll Manager ensures that employees are paid accurately and on time and also, where applicable, assesses employees and enrols them into the appropriate pension scheme as required by law.

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.

This position reports to the Director of Personnel.

## 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.

The main duties of the roles will be as follows:

- To methodically and accurately process salary payments on a monthly basis for all employees
- Input of details/P45 information, student loan and National Insurance details for new starters
- Assess, auto enrol and set up new members of the pension schemes
- Check and process monthly timesheets
- Calculate pro rata payments for mid- month/term time starters and leavers
- Calculate and process back payments as and when necessary
- Calculate and make payments or deductions as necessary for holiday pay
- Record, calculate and make statutory payments of salary reductions as necessary for SSP, SMP etc
- Produce, analyse and balance all payroll reports prior to review by the Director of Personnel and Finance Manager
- Produce a BACS listing and meet with the Director of Personnel for final payroll checks prior to submission of the BACS file to Finance
- Produce and post P45s as and when necessary
- Submit full payment submission (FPS) and Employer Payment Submission (EPS) to HMRC on a monthly basis.

- Send payslips to all employees monthly
- Complete year end processes for HMRC purposes and prepare payroll to be taken into new tax year
- Produce and send P60s
- Prepare, complete and submit P11Db for eligible employees
- Keep fully up to date with payroll and pension legislations at all times

#### Pension Duties

- To perform the pension requirements for 800 employees (Teachers' Pensions and LGPS)
- To maintain pension records on a monthly basis with accurate data and to submit file via Monthly Contributions Return (MCR) and LGPS return
- To assist the Finance Manager in the preparation of the Pension End of Year Certificates for Audit and submission to TPS and LGPS
- Prepare and submit re-employment, retirement and any other forms to pension providers as and when necessary
- To ensure that employee and employer contributions are accurate and deductions are paid on a monthly basis

#### Private Health Scheme Duties

- To maintain staff records with regards to the Private Health Scheme available to key personnel
- To remove any leavers from the scheme as appropriate
- To answer staff queries on the scheme and assist with the making of claims when necessary

#### Additional Duties

- To respond to payroll and pension queries in a timely manner
- To assist in the completion of the Further Education Workforce Census
- To complete government surveys as and when required
- To prepare and report Gender Pay Gap and Ethnicity Pay Gap reporting
- To prepare payroll information for the financial year end and in preparation for the annual audit
- To liaise with the College's auditors and supply documentation as required
- To keep up to date on payroll and HMRC related regulations advising the Director of Personnel on best practice, compliance and to respond to changes in regulatory requirements in a timely manner
- Develop or join an existing payroll network
- To support the Personnel team in the smooth running of operational tasks as required
- To carry out any other tasks as reasonably requested by the Principal

#### The Team

The current Personnel team comprises five individuals including the Director of Personnel, and members work well together in close co-operation. Flexibility is vital and helps balance workload demands. Interaction with both the teaching and support staff is key.

## Person Specification

### 1. Qualifications & Professional Development (*Ofsted EIF: Leadership and Management – staff expertise and capacity*)

Criteria	E / D
Relevant professional payroll qualification (e.g. CIPP) <b>or</b> equivalent demonstrable experience operating at a senior payroll level	E
Evidence of continuous professional development to maintain compliance with payroll, pension and HMRC legislation	D

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### 2. Knowledge & Compliance (*ESFA: Regularity, propriety and funding compliance*)

Criteria	E / D
Up-to-date knowledge of UK payroll legislation and HMRC requirements	E
Detailed knowledge of statutory and contractual holiday pay	E
Detailed knowledge of statutory payments (SSP, SMP, SPP) and contractual sick pay arrangements	E
Knowledge of PAYE, National Insurance and taxable and non-taxable benefits in kind	E
Knowledge of Auto Enrolment legislation and pension compliance	E
Knowledge of Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) regulations	D
Knowledge of payroll year-end processes including P60s, P11DB and tax year roll-forward	E
Knowledge of payroll and pension requirements within the FE / Sixth Form College sector	D

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### 3. Experience (*Ofsted EIF: Effective leadership, workforce management and financial oversight*)

Criteria	E / D
Substantial experience of end-to-end payroll administration for a large workforce	E
Experience of delivering accurate payroll processing to strict monthly deadlines	E
Experience of administering occupational pension schemes for teaching and support staff	D
Experience of submitting FPS and EPS returns to HMRC in line with statutory deadlines	D
Experience of producing payroll reports, reconciliations and audit-ready documentation	D
Experience of working with finance teams to ensure accurate financial reporting and control	D
Experience of liaising with internal and external auditors and providing evidence for audit	D
Experience of responding to payroll and pension queries clearly, accurately and within agreed timescales	E
Experience of working within an FE College, Sixth Form College or education setting	D
Experience contributing to workforce census returns, statutory surveys and/or Gender Pay Gap reporting	D

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### 4. Skills & Abilities (*Ofsted EIF: Quality of leadership, systems and operational effectiveness*)

Criteria	E / D
Exceptional attention to detail and accuracy in financial and payroll processing	E
Ability to plan, prioritise and manage workloads to meet competing statutory deadlines	E
Ability to work independently and exercise sound professional judgement	E
Strong analytical and problem-solving skills	E
Ability to interpret legislation and apply it accurately within organisational processes	E

<b>Criteria</b>	<b>E / D</b>
Excellent communication skills, including the ability to explain complex payroll and pension matters clearly	E
Ability to develop and maintain effective working relationships with staff at all levels	E
Strong IT skills, including Microsoft Office, particularly Excel, for reporting and analysis	E
Ability to identify and implement improvements to payroll systems and processes to enhance compliance and efficiency	D

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#### 5. Personal Qualities (*Ofsted EIF: Leadership behaviour, culture and staff conduct*)

<b>Criteria</b>	<b>E / D</b>
Highly organised, methodical and dependable	E
Ability to remain calm, resilient and effective under pressure	E
Flexible and adaptable in response to changing organisational and regulatory demands	E
Proactive and solution-focused approach to work	E
Commitment to collaborative working and supporting wider team objectives	E
High standards of integrity, confidentiality and professionalism	E

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#### 6. Safeguarding, Equality & Public Accountability (*Ofsted EIF: Safeguarding effectiveness and organisational culture*)

<b>Criteria</b>	<b>E / D</b>
Clear commitment to safeguarding and promoting the welfare of children and young people	E
Understanding of the importance of safer recruitment and safeguarding responsibilities	E
Willingness to undertake enhanced DBS and other pre-employment checks as required	E
Commitment to equality, diversity and inclusion, and to creating a respectful workplace	E

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#### 7. Governance, Value for Money & Public Funds (*ESFA: Value for money, regularity and propriety*)

<b>Criteria</b>	<b>E / D</b>
Understanding of the importance of accuracy and timeliness when managing public funds	E
Ability to ensure payroll and pension processes support financial control and audit assurance	E
Willingness to contribute to compliance with ESFA funding rules and statutory returns	E
Willingness to support inspections, audits and information requests as required	E

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#### 8. Other Requirements

<b>Criteria</b>	<b>E / D</b>
Willingness to maintain up-to-date knowledge of payroll, pension and HMRC regulations	E
Willingness to support the wider Personnel team and contribute to the effective operation of the College	E

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#### HOW TO APPLY

An application form is available to download from the College website, [PSC Website, Vacancies page](#) or by emailing [jobs@psc.ac.uk](mailto:jobs@psc.ac.uk).

*Peter Symonds College is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and young adults and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*