

Job Title **Payroll and Benefits Administrator**

Reports to **Payroll and Benefits Manager**

Job Purpose

The role involves being responsible for in house payroll processing from start to end on designated payrolls to ensure that all staff receive their authorised salaries and payments to agreed timescales, calculating payments/deductions as appropriate.

The role will be the lead contact on all aspects of pension administration, including Teachers Pension Scheme.

A high degree of tact, diplomacy and discretion are key requirements as the post holder will have access to confidential information.

The successful candidate will have the ability to multi task and work to tight deadlines in a calm, positive and organised manner. The post holder must have excellent communication skills, written and verbal, as the role involves interaction with staff at all levels.

Key Roles and Responsibilities

- Working closely with the Payroll and Benefits Manager to ensure that payrolls are processed in an accurate and timely manner.
- Responsibility for some of the smaller payrolls (including pensioners) from start to finish, including HMRC submissions, reconciliation and journal posting into the nominal ledger.
- Be responsible for all collating and processing overtime.
- Responsibility for recording of sick leave.
- Check sickness, maternity, paternity, adoption, shared parental leave pay entitlement, in accordance with the College terms and conditions, procedures and statutory legislation.
- Deal with ad hoc queries from staff across the College with regard to their pay and deductions in liaison with HR.
- Assist with year-end processes and reconciliations – such as P35s, P60s, P11ds and PSA.
- Keep up to date with current processes and changes in pension, taxation and employment legislation, ensuring College procedures are updated.
- Run monthly pension schemes (including Teachers Pension), including contractual/auto enrolment processes, monthly submissions and reconciliations.
- Administration of, and annual renewal of the College Life Assurance Scheme and dealing with Death in Service payments.
- Be responsible for the administration of the College childcare vouchers, health schemes & cycle to work scheme.

Last updated: 24 May 2019

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- To work towards being able to deputise for the Payroll and Benefits Manager
- In addition to the normal duties and responsibilities which this position entails, the Payroll and Benefits Administrator will be expected to carry out other such duties as may reasonably be assigned from time to time.

Skills and Competencies Required

To be successful in this role, the incumbent should have:

- Experience of working in an in house payroll environment
- The ability to manually perform a net pay calculation
- Working knowledge of pension schemes
- Intermediate excel skills and must be using excel in current position
- Flexible / can do attitude with the ability to think outside the box
- High degree of organisational skills
- GCSE Maths and English, Grade C or above, or equivalent

Desirable skills for the role:

- Experience of Teachers Pension Scheme.
- Gained or working towards a recognised payroll qualification