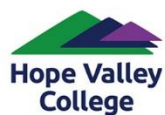


# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

# Job Advert

*Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and North Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.*

*The Trust Central Team is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.*

## **Payroll Manager**

**Grade 7 – SCP 27-31 (£33,820 - £37,261)**

**37 hours / 52 weeks**

**Start Date - ASAP**

## **About this vacancy**

Required to start as soon as possible, we are looking to recruit an enthusiastic and knowledgeable Payroll Manager to join our Central Team and contribute to the development of the Payroll service. This is a new role within the Trust and an exciting opportunity for a candidate who is looking to develop their career further in Payroll.

The Payroll Manager will manage the payroll team and provide payroll and pension support and advice services for all employees and schools within the Trust. Providing strategic development of the payroll and pension services, to ensure that efficient and effective processes and systems are developed whilst ensuring compliance with Trust procedures and statutory payroll legislation as well as supporting the Trust's opportunities for future growth.

Applicants should have proven experience of payroll management, exceptional organisational and communication skills, the ability to work as part of a team maintaining diplomacy and confidentiality, self-reliant and self-motivated, able to work with minimal supervision

Applicants are welcome to discuss any aspect of the role with Georgina Butler (Director of Finance).

## **To apply**

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Jill Rishworth (Trust HR Officer) at: [jrishworth@chorustrust.org](mailto:jrishworth@chorustrust.org)

**Please note that CVs and Sheffield City Council application forms will not be accepted.**

Deadline for applications: **11.59pm on Sunday 5 February 2023**

Interviews to be held: **Monday 20 February 2023**

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## Job Description: Payroll Manager

<b>Profile</b>	BS4S
<b>Grade</b>	Grade 7
<b>Grade Spinal Point Range</b>	SCP 27-31
<b>Accountable SLT post</b>	Chief Financial Officer (CFO)
<b>Line Manager of Postholder (if different)</b>	CFO
<b>Staff to be supervised or line managed by post holder</b>	Payroll Team
<b>Post holder will work with</b>	Central Payroll Team, Central Finance Team, School HR & other Trust Administrative Support Staff
<b>Holiday and sickness relief by/ for</b>	By and for the Central Payroll & Finance Team
<b>Purpose of job</b>	To manage and provide an efficient and effective payroll service for all employees and schools within Chorus Education Trust. Ability to proactively maintain and develop central payroll processed as well as ensure compliance with Trust procedures and statutory payroll legislation. This post may work across the Trust schools.
<b>Version revised:</b>	November 2022

## Main Duties & Responsibilities

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

### Specific duties and responsibilities:

To manage the payroll team and provide payroll and pension support and advice services for the academies within the Trust. To provide strategic development of the payroll and pension services, to ensure that efficient and effective processes and systems are developed to support the Trust's opportunities for future growth/expansion. Duties will include, but not be limited to:

### Main Payroll Duties & Responsibilities

- To manage the monthly payroll process to ensure that all staff are paid on time and in accordance with the Trust's contractual obligations with employees.
- Management of Court Orders and other payments such as childcare vouchers, employee benefits and ad-hoc deductions.
- Prepare and process P11Ds and advise the CFO of any changes to legislative requirement and compliance.
- Ensure compliance with relevant laws and internal policies and ensure plans and processes are in place for changes in legislation.
- Complete monthly and annual statutory returns in a timely manner.
- Provide accurate and timely reports as required.
- Reconciliation of payroll control accounts monthly.
- Complete and post month end payroll journals on the Accounting Software as required.
- Lead on the investigation of payroll issues and resolve as appropriate.
- Resolve and respond to employee payroll/pensions-related questions and queries.
- Liaise with the HR Team on updates to pay with regards increments and pay awards, providing communication to academies to ensure associated processes are followed.
- Assist the central team with redundancy pay and salary safeguarding calculations.
- Liaise with internal and external auditors and lead the payroll team to provide them with information with regards pay related queries.
- Review and continually improve current processes and internal controls across the Trust.
- Undertake internal checks as required to ensure all Trust payroll processes and procedures are being followed at Academy level.
- Lead the onboarding of new academies with payroll and pension functions.

### Pensions

- Manage the pension administration processes for both the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme(s) (LGPS), ensuring accurate pension records are kept.
- Ensure the accurate and timely completion and submission of the LGPS and TPS monthly and annual returns.
- Provide guidance and support in the calculation of all pension related queries within the Trust.

- Maintain an up-to-date awareness of the Teachers' Pension Scheme (TPS) and various local government pension scheme (LGPS) rules that may affect the Trust and individual employees.
- Provision of information to the CFO and employees concerning the pension arrangements operated by the Trust, including changes to legislation and scheme rules.
- Manage the automatic Enrolment processes, including re-enrolment and the ongoing running of the scheme(s), ensuring accurate management and statutory compliance.

#### **Relationships & Team Leadership**

- Establish highly credible relationships with business support service teams as necessary, engaging them in the payroll function.
- Strong Excel and Access skills with the ability to develop templates for team use and disseminate/share knowledge across finance teams.
- Define priorities for the Trust payroll team as a whole and allocate work accordingly, gaining colleagues' strong commitment through effective supportive behaviours.
- Initiate actions through the team (e.g. reminding team of deadlines/requirements through the year)
- Set the Payroll Officer(s) (as appropriate) clear objectives which are SMART and enable self-development, ensuring the performance management and regular line management support is engaging, relevant and performed on a timely basis.
- Flexibility will be required in order to meet changing situations to meet the service area needs.

### **Support for the Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- From time to time, to meet the needs of the trust/school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key trust/school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required

- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities – All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Further Statement**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

## Job title: Payroll Manager

	JOB REQUIREMENTS	Essential	Desirable	Assessment method
<b>Knowledge, Experience and Skills</b>	Minimum three years' experience in senior payroll role	✓		A/I
	Experience of operating within an education environment		✓	A/I
	Experience of working with the Teachers' Pension Scheme		✓	A/I
	Experience of working with the local government pension schemes		✓	A/I
	Experience of working with a fully integrated HR and Payroll system		✓	A/I
	Up to date knowledge of payroll and pension legislations	✓		A/I
	Experience of implementing a new in-house payroll system		✓	A/I
	Excellent IT skills	✓		A/I
<b>Qualifications</b>	Appropriate professional qualification (CIPP)	✓		A
	Degree level or equivalent		✓	A
	Good level of literacy and numeracy e.g. GCSE Maths and English	✓		A
<b>Other Skills</b>	Ability to organise time and work to tight multiple deadlines, keeping calm under pressure	✓		A/I
	Excellent organisation and administrative skills	✓		A/I
	Ability and willingness to undertake professional development	✓		A/I
	Able to manage conflicting priorities and changing requirements in line with Chorus values and principles	✓		A/Ref
	Maintain strict confidentiality of information	✓		A/I
<b>Interpersonal Skills</b>	Highly motivated with a can-do attitude and a positive demeanour	✓		A/I
	The ability to deal with dispute sensitively and discretely	✓		A/I

	Excellent leadership, communication (oral and written) and interpersonal skills	✓		A/I
	Proven track record of building strong personal relationships and credibility at senior level across all internal functions	✓		A/I
<b>Child Protection</b>	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I/Ref