



# Inspiring future thinkers and leaders for 100 years



**PAYROLL MANAGER**

# PAYROLL MANAGER



## Working Within the School

The post-holder will be responsible for promoting and safeguarding the welfare of children with whom they come into contact. They must ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of the children in the School, they must report any concerns immediately to the School's Safeguarding team. This appointment will be subject to enhanced Disclosure and Barring Service checks.

## Job Description

Reporting to the Finance Bursar, the role of the Payroll Manager is to manage the School and its subsidiaries payroll operations, ensuring that each stage of the payroll process is actioned accurately and in a timely manner. In doing so, the Payroll Manager will ensure that appropriate information is provided to the Finance Manager and Finance Bursar and that accurate information and payments are made to HMRC, pension providers and other statutory bodies.

This position requires a good communicator who is highly organised and has experience of working in a demanding and busy finance department. A willingness to support other areas in Finance and People Services is also essential.

Key responsibilities include, but are not limited to:

- Inputting payroll data including staff pay claims into the payroll system, ensuring that staff are paid on time and receive the correct payments.
- Acting as the organisation's point of contact in all matters relating to payroll and pensions, e.g. Auto-enrolment, PAYE, NICs, P11Ds
- Maintaining payroll system records for all staff with regard to additional claims, PAYE, National Insurance and Pensions.
- Preparing monthly salaries and associated BACS runs, ensuring that the information is posted in both the payroll system and the accounting system.
- Ensuring that correct payments, reports and returns are made to HMRC, the school's occupational pension providers and other statutory bodies.
- Ensuring any employee benefit scheme that is administered through payroll is operated efficiently, that all deductions are reconciled, and correct payments are made to the scheme provider.
- Responding to payroll queries from employees and pension queries from external stakeholders.
- Carrying out month and year end processes essential for statutory and other returns, including P60s and Pension funds.
- Complete triennial pension re-enrolment.
- Maintain P11D spreadsheet, liaising with Director of Finance and Operations PA to obtain the relevant information on staff accommodation occupancy and complete P11D returns.
- Reconciling all payroll payments to the financial ledger and completing monthly balance sheet reconciliations.
- Assisting with month end management accounts by providing detailed cost and variance analysis to budget.
- Assisting with year-end audit, by supplying further detail and breakdown of costs along with any audit queries.
- Preparing budgetary information from the payroll as required by the Finance Manager/Finance Bursar and provide support to the Finance Manager/Finance Bursar during the budgeting process.
- Providing payroll updates as required throughout the year to assist in reforecasting and the preparation of monthly management accounts.



- Supporting the ongoing development and implementation of the payroll and HR software (currently iTrent).
- Ensuring that e-timesheets are introduced in a timely fashion.
- Keeping the Finance Bursar and Director of People updated with new developments in payroll and pensions legislation, regulatory and statutory requirements and ensure appropriate planning for any such developments.
- In conjunction with the Finance Bursar and Director of People, plan the best way to implement legislative changes and ensure that standard procedures are developed to support any such changes.
- Maintaining the National Insurance spreadsheet required to calculate Class 1A and arrange the subsequent payment.
- Provision of salary sacrifice information.
- Working collaboratively with People Services to produce annual pay award letters and salary update letters required as a result of living wage rate changes.
- Maintaining chaperoning and pupil travel analysis spreadsheets.
- Ensuring staff policy updates are adhered to relating to Absence, Maternity and Paternity pay.
- Provide maternity payment calculations as requested.
- Ensuring the Payroll Procedures Manual is regularly reviewed and updated.
- Ensuring a sound knowledge of Sage Accounting; iSAMS fee billing module and the iCompleat purchase order system is maintained, to provide assistance and cover in the team if needed.
- Close collaboration with Finance team members and People Services Team in the best interest of the service.
- Any other tasks as reasonably requested by the Finance Bursar.

	Essential	Desirable
<b>Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of payroll software.</li> <li>• Experience using iTrent.</li> </ul>	<ul style="list-style-type: none"> <li>• CIPP Qualification.</li> </ul>
<b>Skills, aptitudes and experience</b>	<ul style="list-style-type: none"> <li>• Strong Microsoft Office experience (Word &amp; Outlook) with advanced Excel skills.</li> <li>• Excellent knowledge of accounting principles.</li> <li>• Experience of payroll practices.</li> <li>• Excellent problem solving and analytical skills.</li> <li>• A thorough approach to projects and tasks with excellent attention to detail, accuracy and timeliness.</li> <li>• Responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or come into contact with.</li> </ul>	

<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Supportive of and committed to the School's policies on Child Protection</li> <li>• Supportive of the School's policies on Equal Opportunities.</li> <li>• Mindful of their personal responsibilities relating to Safety, Health and the Environment.</li> <li>• Mindful of the need to treat all sensitive information relating to pupils, fellow employees, and the business of the School as confidential.</li> <li>• Mindful of the need to behave appropriately and professionally at all times with pupils, their parents, peers and other staff.</li> <li>• Accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.</li> </ul>	
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**Benenden School**

Benenden has been one of the leading boarding schools in Britain for more than 90 years. We were founded in 1923 and are situated in 250 acres of attractive parkland in Kent. There are around 550 students in the school, aged 11-18, with approximately 190 of those in the Sixth Form. Benenden is at the forefront of girls' education in the UK, with recent innovations including; an Elective programme, Professional Skills Programme, and exciting new Creative Technology initiatives.

This is a full time all year position.

Meals are provided for staff whilst on duty. The School's leisure facilities, including a fitness gym and swimming pool, are available for staff to use.

**Working in Kent**

Our location offers the opportunity to experience the beautiful Kent countryside, whilst being only an hour from London by train. Working for Benenden School means you can be as-



Benenden School is committed to a policy of inclusion that sees the diverse population of its staff, students and governors as one of its greatest strengths. To ensure that everyone can thrive and meet their full potential, it is essential that inclusion and equality of opportunity be at the heart of our ethos. We value diversity and are intentionally inclusive in our behaviours and culture.

## TERMS AND CONDITIONS

### Contract

This is a full time, all year-round position.

### Hours

The hours of work will be as such that are necessary to perform the duties of the role but core hours will be 37.5 hours Monday to Friday.

### Salary

A highly competitive salary will be paid.

### Place of Work and Travel

Your principal place of work will be at Benenden School but the School may request you to undertake travel within the UK as may be necessary to fulfil your responsibilities. You will be reimbursed for any travel and accommodation as required when travelling on Benenden School business.

### Pension

As per government legislation, you will be automatically enrolled into the School pension if you meet the eligibility criteria.

### Fee Remission

Members of staff receive a discount on the fees if their daughters are accepted into the School.

### Holiday

Holiday entitlement is 5 weeks plus statutory Bank Holidays .The holiday year runs from September-August, in line with the academic year. Any Bank Holiday will normally be worked when the School is in full session. Holidays to be taken at a time to suit the workload and agreed in advance with the Finance Bursar.

### Fitness Centre Membership

All staff are eligible for free membership of the Fitness Centre, including the swimming pool.

### Learning and Development

The School aims to support individuals in their employment by the provision of appropriate opportunities for learning and development.

### Pre-Employment Checks

Any offer of employment will be subject to a minimum of two references satisfactory to the School, then a successful outcome of a medical questionnaire, checks of qualifications, right to work and identification. An offer of employment will also be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) check.

### Confidentiality

This position requires a high level of discretion. The School's business is confidential.

