


Payroll Manager			
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Job Description

Location	Foundation Office
Contract Type	Full time
Working hours	Monday – Friday, 35 hours
Reporting to	Head of Finance

School Ethos:

Coventry School Foundation Schools provide an independent education for around 1,800 pupils aged 2-18. The schools, all of which are co-educational, are Bablake Senior, Bablake Junior, King Henry VIII Senior, King Henry VIII Junior School and Bablake and King Henry VIII Pre-Prep. The Foundation Office provides centralised support services to our Schools across a range of functions including HR, Marketing, Estates and Finance. We work closely with colleagues in our Schools to ensure a high level of professional support and to contribute to the efficient running of the Foundation.

Role Summary

To support the Head of Finance in the provision of a high-quality and efficient payroll and pensions service for the Foundation and its employees. To contribute to the development and streamlining of relevant controls, processes and procedures relating to payroll and pensions. To maintain professional business relationships with the Foundation's outsourced payroll software provider. To work seamlessly with HR colleagues to ensure that payroll and pensions information is accurately reflected in the Foundation's external payroll provider's software (i-Trent) in a timely and accurate manner. To ensure that all Foundation liabilities in respect of staff costs (including but not limited to employees, HMRC, pension providers and providers of other benefits) are discharged with accuracy and in accordance with internal and external deadlines.

Main Duties & Responsibilities

Monthly Payroll Processing

- Managing delivery of end-to-end monthly payroll cycle.
- Collating and processing approved variable inputs, new joiner and leaver adjustments, variations to contractual pay and adjustments for absences as notified by the HR department.
- Ensures any changes notified by HMRC to employee tax codes have been captured in i-Trent.
- Check and reconciles output from i-Trent following issue of first and final payroll reports in line with internal control processes prior to review by Head of Finance.
- Provides explanations for month-on-month variations to net pay (20% variance and above).
- Attends monthly payroll sign-off meetings and sends MHR signed authority to process monthly BACS payments for net pay, HMRC liability and Teachers' Pension contributions /AVCs.


Monthly Reporting – Payroll

- Provide information to the Head of Finance for the purpose of posting monthly payroll costs to the accounting software.
- Provide ad hoc business object reports from payroll data as required.
- Prepare monthly headcount information from the payroll.
- Reconcile payroll records to payment of liabilities.

Monthly Reporting - Pensions

- Comply with monthly contribution reporting to TPS (Teacher's Pension Scheme).
- Perform monthly pension scheme submissions for two support staff pension schemes (AEGON and Peoples' Pension).



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- Lead on pension auto-enrolment processes and renewals.

Annual Payroll Processing

- Ensure all pay scale tables are updated/maintained in i-Trent following the annual pay review at the start of the academic year, and according to approved rates.
- Ensure pay tables are maintained for government determined minimum pay rates.

Audit

- Provide information to external auditors for completion of the annual TPS certification. Answering any questions as part of the audit of records.
- Provide payroll information to support requests from external auditors for the annual statutory audit.

Tax Year End

- Capture employee taxable benefits information for inclusion on P11d returns. Issues to employees and submit to HMRC, raise payment requests for liability due.
- Comply with year-end summary payroll reporting requirements in conjunction with software provider.

Customer Service

- Respond in a timely manner to current and historic queries (by telephone, email or in person) in all matters pertaining to employee's pay and pension contributions. Refers to HR where appropriate.
- Liaise with external agencies as necessary.
- Maintain excellent working relationships with all parties, adopting a strong customer focused approach.

Other Duties

- Work with Head of Finance to forecast payroll costs and prepare the annual staff costs budget.
- Maintain a sound working knowledge of payroll compliance issues and changes in relevant legislation.
- Identify and develop reporting processes using i-Trent and Business Objects to support the Foundation's needs.
- Perform any other ad hoc duties as reasonably required from time to time.

Personal Specification

Personal Characteristics	Essential/Desirable
High level of accuracy and attention to detail.	E
Strong verbal and written communication skills.	E
Strong numeracy aptitude.	E
Able to use initiative and learn to prioritise own workload.	E
Able to work to tight deadlines.	E
Resilient – being able to handle queries from employees/other stakeholders.	E
Professional and able to handle sensitive financial and personal information with utmost discretion.	E
Strong IT skills, including advanced Excel (Pivot, VLOOKUP, SUMIF) and use of payroll software.	E
Able to work flexibly, asking for and giving support as needed.	E
Demonstrates a 'Can-do' attitude towards department and business needs.	E
Payroll trained/qualification and/or demonstrable relevant experience	E
Experience of working in a similar payroll and pensions role for a minimum of three years, ideally in an education environment.	D

