



## Payroll and Accounts Officer

<i>Job Title:</i>	Payroll and Accounts Officer
<i>Responsible to:</i>	Finance Director
<i>Reports to:</i>	Finance Director via Bursary Manager
<i>Direct involvement with:</i>	Finance Director, Bursary Manager, Accounts & Payroll Officer, Fees Manager, HR Manager, HR Administrator, staff and suppliers.
<i>Hours:</i>	Full time (35 hrs pw), all year round
<i>Job Purpose:</i>	The Payroll and Accounts Officer is responsible for producing accurate and timely in house payroll and pension administration in accordance with statutory regulations. To ensure accurate data entry, handling payroll queries and statistical reporting as required. The role also supports the Bursary Manager assisting with petty cash and credit reconciliation, sales ledger, cost centre analysis and purchase ledger as required.

### Main Duties and responsibilities

#### *Main Duties*

#### **Key responsibilities:**

##### *Payroll & Pensions*

- To arrange the monthly payment of staff salaries through the computerised payroll system involving the collation and input of all relevant information including new starters, leavers, contract changes sickness absence payments, holiday pay, maternity and paternity pay;
- Liaise with HR Manager and HR Administrator to ensure new starters and leavers are processed in a timely manner and communicate any changes or queries.
- To administer the Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP) and Statutory Paternity Pay (SPP) schemes and advise staff on these schemes;
- To make accurate monthly RTI submissions;
- To conduct monthly reconciliations of the payroll for review;
- To provide advice to staff in relation to pay, taxation and National Insurance;
- To ensure manual and computerised records are accurately maintained;
- To arrange the administration of benefits schemes such as pensions;
- To calculate and administer P60s and P11Ds
- To communicate with external agencies such as the Inland Revenue, pension schemes and life assurance and income protection to ensure that monthly payments and records are accurate and timely;
- When required, to prepare pay related letters to staff such as the communicating of any annual pay rises and other changes in pay;
- To assist with any pay or pensions related audits (for example PAYE Inspections);

- To keep up-to-date with pay and pension related legislation

#### *Accounts*

- Understanding all roles / functions and providing back up e.g. Fees, Purchase Ledger and management accounts;
- Sales ledger;
- Setting up direct bank payments or BACS;
- Petty cash administration;
- Banking;
- Preparation and reconciliation of extra charges for pupils;
- Control and reconciliation of school credit card;
- Cost centre reconciliation to support Bursary Manager;
- Being point of contact for Bursary enquiries;
- Maintaining strong relationships with customers and suppliers; and
- Reviewing systems and processes and making improvements where necessary.

#### **Person Specification**

##### **Essential - Qualifications**

- Financial accounts experience
- Excellent level of numeracy (educated to GCSE including Maths and English (Grade A-C);

##### **Desirable – Qualifications**

- AAT qualification
- Competence with and experience of payroll systems and procedures

##### **Essential skills and abilities**

- Strong administration skills;
- Excellent IT skills, especially excel;
- Ability to maintain absolute discretion and maturity in handling sensitive/confidential data;
- Ability to take responsibility for own work;
- Good communication, interpersonal and presentation skills;
- Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside Harrogate Ladies' College;
- Tact and diplomacy;
- Ability to work to and achieve tight deadlines;
- Excellent organisational skills;
- Excellent attention to detail with the ability to actively seek and find solutions to problems;
- High standards of work and performance;
- Effective team player with a 'can do' attitude.

*Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.*