



Information for Candidates

Payroll Manager



THE CONSORTIUM ACADEMY TRUST
Harland Way
Cottingham
East Riding of Yorkshire
HU16 5PX

Chief Executive Officer:

Dave McCready

Telephone Number:

01482 469838

Email:

vacancies@consortiumtrust.co.uk

Website:

www.consortiumtrust.co.uk

Letter from the Chief Executive Officer

Dear Applicant,

Can I take this opportunity to thank you for the interest you have shown in our vacancy for the post of Payroll Manager.

The Consortium Academy Trust is a developing and forward thinking Multi Academy Trust. We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged team.

We have an exciting opportunity for a suitably experienced and qualified individual to join our Central Services Team. Appropriate career development opportunities will be provided by the Trust.

In this pack you will find the Job Description, Person Specification and also information about The Consortium Academy Trust.

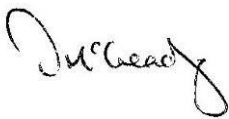
In addition you can access further information on the Trust website www.consortiumtrust.co.uk

If you wish to discuss the post further please contact Jane Simpson, Director of Human Resources jane.simpson@consortiumtrust.co.uk

The closing date for applications is 9am on 16th July 2020. Please submit your application to vacancies@consortiumtrust.co.uk Interviews are scheduled to take place week commencing 20th July 2020.

As CEO of the Trust I believe that this is an exciting time to be joining our Trust and I very much hope that after reading the attached information and exploring our websites you will be motivated to submit an application. If that's the case we look forward to receiving your application and once again many thanks for your interest in this post.

Yours sincerely



Chief Executive Officer
The Consortium Academy Trust

Our Trust

The Consortium Academy Trust (TCAT), based in the East Riding of Yorkshire, was formed in September 2017 by the coming together of Cottingham Academy Trust, The Hessle Community Academy Trust and Wolfreton School and Sixth Form College to form a new Multi Academy Trust. These three schools have a successful history of partnership working, having operated Consortium Sixth Form arrangements for over 25 years. The Trust seeks to build on these relationships to create a regional structure that will see like-minded schools working together effectively within a partnership based on mutual trust and shared values.

Although we are a relatively new Trust we have already grown from the three founding schools and TCAT currently comprises of six secondary schools and three primary schools, as well as two associate members, with a total of approximately 7700 learners and a significant staff team. Our academies include Croxby Primary, Cottingham High School and Sixth Form College, Hessle High School and Sixth Form College, Holderness Academy and Sixth Form College, Howden School, Keyingham Primary, Penshurst Primary, Winifred Holtby Academy and Wolfreton School and Sixth Form College.

Our Vision

We believe in putting our children and young people first and that everything we do has that as its goal. Our vision is to be:

A Trust that promotes academic excellence, where exciting opportunities allow students to excel in all that they do, and leave prepared to achieve all their ambitions.

A Trust whose schools deliver the maximum potential for progress through inspirational teaching and learning, and outstanding school to school support.

A Trust with a leading community role, whose schools are the preferred choice for students, parents and staff.

Our core values underpin everything we do. They are developed in each academy to meet their needs.

Aspiration. We are ambitious and we aim high for ourselves and for others. We believe that we can make a real difference.

Respect. We respect ourselves and we respect each other. We respect our diverse environment and the community.

Integrity. We are honest with each other and ourselves. We do the right thing for the right reasons.

Responsibility. We take responsibility for everything we do. We see mistakes as an opportunity to improve and get things right next time. We do this in an environment where we can take appropriate risk in the pursuit of success.

Payroll Manager



THE CONSORTIUM
ACADEMY TRUST

Job Description

Salary: Scale Point 36 - £38,813 pa

Hours of work: 37 hours per week permanent

Main Purpose of the Role

To manage an efficient, effective and reliable payroll service within the Trust's HR team under the direction of the HR Director

To be responsible for the delivery of payroll and pay services to teachers and support staff. Manage the end to end process, tax queries and all other associated payroll functions.

Key accountabilities

- Manage the monthly gathering and processing of required payroll information from each academy within the Trust in a timely and organised method.
- Ensure compliance with organisational, legislative and pay regulations in regard to the processing and production of pay are correctly applied.
- Understand and apply terms and conditions of service, policies and practice to ensure consistent payroll payments across the Trust.
- Lead and finalise the payroll process observing time-bound deadlines. Work closely and provide accurate communication to the Finance team to allow them to have sufficient time for the accurate processing of BACS payments.
- Develop and implement a service delivery framework to ensure accurate and timely processing of payroll, complaints, issues and resolutions and manage employee issues and complaints therein.
- Establish robust audit trails and undertake investigations into anomalies that occur as a result.
- Develop and co-ordinate the end of year pay processes including effective communication across the Trust to ensure compliance.
- Assist with co-ordination of the provision of mandatory, Real Time information and statistical information to government bodies.
- Lead on the development, implementation and delivery of appropriate training methods to ensure payroll and HR staff are legislatively compliant by liaising with the Finance team in regard to legislative changes.
- Manage a small payroll team and liaise with the Human Resources team to provide support and advice.
- Ensure payroll systems are appropriately managed to allow for the implementation of any changes.

Service Delivery

- Liaise with External companies and bodies where a contract exists to provide employee information in relation to payments from pay
- Direct and supervise the timely distribution of all HMRC employment documentation and be familiar with the HMRC loads process whilst meeting financial and legislative regulations
- Provide a reference point for all transactional payroll services for all external clients

- Understand and interpret the effect of Government policy, and legislation including terms and conditions, to ensure the Trust is fully compliant particularly in regard to the production of employment documentation.

Management of Process

- Day to day management of the transactional payroll service for the Trust
- Provide the management of Trust policies within the payroll service provision
- Manage the audit of pay calculations, processes and procedural compliance of the payroll service and have the ability to exercise judgement on the escalation of payroll issues
- Close down payroll services at relevant times and within the service level agreement
- Develop and maintain new initiatives and procedures as a result of changes to pay and employment legislation/statutory obligations
- Manipulation of data to provide accurate and timely reports
- Respond to highly complex queries of an urgent or sensitive nature requiring an immediate response

General

- Attend Trust events as required.
- Attend relevant meetings and training sessions.
- Ensure compliance with all relevant policies and legislation.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to Restorative Practices
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition you may be expected to take part in any other reasonable duties which may be required.

Signed: Date:.....
(Employee)

PERSONAL SPECIFICATION FOR PAYROLL MANAGER

Category	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> • Hold a recognised qualification in Payroll e.g. CIPP Practitioner Certificate in Payroll, Advanced Practitioner Certificate in Payroll and Diploma in Payroll or IAB Certificate and Diploma in Payroll or Computerised Payroll • Fully trained on payroll requirements for Local Government Pension Scheme and Teachers Pension Scheme. • Good standard of basic education, including Maths and English at GCSE • Extensive experience of working within a payroll setting 	<ul style="list-style-type: none"> • CIPP Membership • Undertaken accredited customer care training. • Accredited customer service training. • Management qualification or relevant training. 	Application form/Interview
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills • Energy and enthusiasm • Self-motivation • Excellent organisational skills • Good health record • Sense of humour • Flexibility and adaptability • Listening skills 		Interview

<p>Skills, knowledge and aptitude</p>	<ul style="list-style-type: none"> • Knowledge of using Payroll systems such as Sage, Access, I-Trent, Ceridian. • Knowledge of statutory regulations in relation to pay and pension practices • Interpretation and implementation of Government legislation on all transactional services including payroll, tax and pension requirements. • Experience of calculating and processing statutory payments e.g. SMP and SSP etc... • Knowledge and understanding of practical pay processing such as PAYE/ National Insurance and pay procedures and have the ability to communicate changes effectively ensuring full understanding. • Experience of running a payroll function for a school or academy. • Extensive experience of interpretation and implementation of NJC and STPCD pay and conditions and Government legislation regarding pay. • Experience of processing year end procedures. • Experience of liaising with HMRC when required. • Experience of processing tax code changes. • Ability to communicate effectively and in the most appropriate method to both internal and external customers • Excellent IT and numerical skills • Effective in establishing good professional relationships with colleagues at all levels • Ability to work using own initiative and resolve problems using problem solving/decision making skills • Capable of exercising judgement and making effective decisions 	<ul style="list-style-type: none"> • Knowledge of payroll policies and procedures relating to Local Government • Knowledge of local and government legislation in relation to terms and conditions of local government employees. • Experience of managing a payroll function within an Academy. • Completed monthly downloads, and end of year Certificates for LGPS or TPS. • Experience of completed P11D's for an organisation and submitted to HMRC. 	<p>Application form/Interview</p>
--	--	--	-----------------------------------

