



PAYROLL OFFICER – Job Description

For admin: ver. 1c, 28/02/2020 PUBLISHED

Position: Payroll Officer

Reporting to: The Executive Committee (Trustees) of the Polish Parents Association (PPA)

Main purpose: The Payroll Officer will ensure creating, maintaining and processing of the school's payroll, including statutory year end returns and P60s. They must provide timely and accurate financial information, organise monthly electronic funds transfer payment of salaries and liaise with HMRC where necessary. They will also help with other accounting activities like collection of fees and bookkeeping.

Areas of responsibility

1. Work is done mainly during school Saturdays, between 9am and 1pm. Occasionally it may be necessary to carry out some activities outside those hours.

Payroll

2. Liaising with senior members of the Executive Committee (Chair of Trustees, Treasurer, HR Officer and others) in relation to the exact scope of performed duties.
3. Creating and maintaining employee data including processing paperwork associated with employment changes and variations in contracts.
4. Keeping track of any payment entitlements and deductions like absence, functional bonuses, automatic pay increases and similar.
5. Processing and submitting monthly payroll, preparing and sending payslips, submitting HMRS returns.
6. Preparing payment schedules and assisting with setting up bank transfers, or other payment methods.
7. Preparing statutory year end returns P60s, as well as issuing P45s/P46s for leavers. Submitting relevant paperwork to HMRC.
8. Managing workload and ensuring all payroll transactions are processed accurately and on time.
9. Pursuing staff for missing information and dealing with payroll queries.

10. Performing any other payroll duties, as required by the School.

Fees collection and other duties

11. Collecting of school fees in the form of cash or cheque or via online payment; helping to resolve parent queries on unpaid fees. Recording cash and cheque payments in the management system.

12. Maintaining the online payments system to ensure all payments have been cleared.

13. Resolving internal and external queries relating to outstanding payments and disputed accounts.

14. Monitoring overdue payments and identifying those accounts which require special attention.

15. Undertaking reconciliation of fee collection and reporting on debt levels.

16. Banking cash and cheque collections, issuing petty cash payments and receipts, controlling cash collections from school events any other duties that may arise from time to time.

17. Covering for other members of the team absent from work, of necessary.

18. Carrying out ad hoc duties when required by the Chair of Trustees, Treasurer or other nominated personnel.

19. Will participate in and prepare a report for meetings with the Trustees (PPA) when invited.

20. Will prepare a report for Annual General Meeting when asked.

Payroll Officer – Person Specification

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

Qualifications and training

1. Training in operating of any of popular Payroll systems.

Professional experience

1. A substantial experience (min. 2 years) working in an organization as a payroll processing officer.
2. Evidence of successfully handling all work responsibilities.

Essential skills and knowledge

1. Working knowledge of software packages used to process payroll, like Sage, Iris. Our school uses a small package called 12Pay.
2. General numeracy and good ICT skills including MS Office (Word, Excel).
3. Up to date knowledge of statutory regulations and guidance relating to the post.
4. Ability to handle confidential and sensitive information.
5. Good customer skills, strong work ethic and team player
6. Good command of Polish and English.
7. Be an effective team player that works collaboratively and effectively with others.
8. Understanding and knowledge of GDPR legislation and requirements.

Desirable skills and knowledge

1. Knowledge and understanding of issues related to employment.
2. Evidence of successfully handling all work responsibilities.
3. Experience of working in finance would be an advantage.

Special Requirements

1. Must hold a valid DBS certificate. It is possible for the School to arrange one.