

**VACANCY INFORMATION**

**Payroll and Benefits Lead**

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**INTRODUCTION**

Thank you for your interest in the post of Payroll and Benefits Lead. In this booklet you will find details about the job, salary and terms and benefits that apply to this role.

As a member of the support staff you will be part of a large and friendly community of professionals who support our students’ education and experience. In this role you will be a member of our busy Finance Team located on site at the RGS, working closely with the Finance Manager, with responsibility for the day to day running of the payroll and benefits function. Excellent payroll knowledge, communication and relationship building skills are essential, as is strong attention to detail and organisation skills.

The RGS comprises an independent senior and preparatory (prep) boys’ day school based in central Guildford. The RGS senior school has 975 pupils aged 11-18 and the prep school has 320 pupils aged 3 -11. The whole school has an excellent reputation and is a thriving organisation from the perspective of pupils and staff. The RGS employs a wide range of functions including Finance, Human Resources, Estates and Grounds to provide full support across all sites.

This is a permanent, full-time role which we are looking to be taken up during the Michaelmas Term 2022 (September). The salary for this role is circa £33k per annum dependent upon skills and experience.

I look forward to receiving your application in due course.



HEADMASTER

**SCHOOL VALUES**

*The RGS is a kind, inclusive, tolerant community where diverse opportunity, personal development, high achievement and collaborative partnership define who we are, and where our values underpin all we do.*

**Inclusivity**

We remain loyal to our founding principles to educate bright local students, irrespective of background or financial circumstances, and we inherently believe in establishing a culture of diversity and acceptance, and in educating our students in a welcoming, tolerant community where each individual is valued and enjoys a deep sense of belonging.

**Scholarship**

We encourage the growth of intellectual curiosity, independence, creativity, innovation and habits of learning within a scholarly community through inspirational subject specialists who provoke and stretch the students’ minds and inculcate a lifelong love of learning.

**Integrity**

We promote the development of self-discipline and responsibility, spirituality and a personal moral code, and cultivate an ethos where enduring qualities of decency, honesty, courtesy, humility and good humour are celebrated.

**Respect**

We nurture an atmosphere of mutual respect between all members of our community, and foster self-respect and self-esteem in terms of physical health, emotional maturity and personal well-being, while establishing lasting friendships in a positive, happy environment.

**Courage**

We develop leadership, teamwork, resilience and life skills through a diverse range of activities where all students, regardless of their talents and attributes, are encouraged to challenge themselves, take appropriate risks and work hard to fulfil their potential.

**Collaboration**

We work closely with others for mutual enrichment, and encourage a spirit of generosity and service, a sense of perspective, and a firm belief that we can work in partnership with others, locally and internationally, to make a difference and have a positive impact on society.

**DEPARTMENT DETAILS (FINANCE)**

The School has approximately 1,300 pupils, over 250 staff and generates an income in the region of £23m per annum. The Finance team has a wider remit than just the School in Guildford. It also manages the accounts for

* the Foundation, an associated fundraising and alumni relations charity,
* the group companies which provide intellectual property and educational support to our international partner schools (currently Qatar, Dubai and China) and
* an enterprises company for lettings of our Guildford facilities.

We are a team of seven in the Finance department and are a mixture of accountants, part-qualified accountants and qualified by experience. In the past year we have embarked on a programme of review and renewal of our financial systems, processes and reporting and have already made significant progress on what will be a continuing project.

Our retiring Payroll and Benefits accountant, supported by the Finance Manager and our finance system provider (WCBS PASS), has completed a major project which has streamlined and improved our payroll system in response to the growing and changing needs of the organisation. We are now looking for a motivated and capable successor, with a strong customer focus, who is keen to continue this drive for ongoing improvement.

This role will report to the Finance Manager who, in turn, reports to the Head of Finance.

**JOB DESCRIPTION**

**Reports to:** Finance Manager

**Overview**

The role is responsible for administering the payroll, pensions and benefit functions of the 1509 Group and its subsidiaries. It will be the primary point of contact for all payroll, pension and benefit queries and will work closely with the HR function and the rest of the Finance team to ensure the accurate running of payroll and pensions, ensuring legal compliance. The role requires provision of a professional, friendly and efficient service in line with the needs of the Group and the creation and sharing of information about payroll, benefits and other employee programmes.

**Main Duties and Responsibilities**

* Performance of the end to end running of the payroll function for 1509 Group
* Leadership of the relationship with the School’s payroll system supplier including managing updates, license requirements and developing processes such as reporting and journal production.
* The creation and maintenance of excellent and compliant payroll records ensuring data security and in line with GDPR guidelines whilst maintaining confidentiality and discretion.
* To ensure errors are resolved, communicated and parties are kept updated, following up with preventative action.
* Through relevant CPD, ensure that all necessary payroll and pension related knowledge is kept current, appropriate and sufficient for the role.
* To keep HR the Finance Manager and Bursar and Head of Finance up to date with new legislation and ensure staff are informed of changes.
* To create and maintain up to date procedure notes for Payroll to enable another member of Staff to cover key aspects of the role if required.
* To administer and assist staff with all pension schemes subscribed to by the School – specifically Teachers’ Pension Scheme and support staff pension schemes.
* To administer and assist staff with other Staff benefits – currently including Cycle to Work, Payroll Giving, Private Medical Scheme, Relocation Scheme etc.
* The cultivation of a network across the Group to support staff with pay and benefit queries.
* To be an active and positive member of the team and contribute to the development of the service and review of administration processes and procedures.
* To undertake any other duties as commensurate with the responsibilities, skills and qualifications of the post holder.
* To provide ad hoc info as required.
* The nature of this post will require flexibility to meet urgent work needs as they arise.

**Specific Duties will include**

* Run monthly payroll and send payslips via the ePayslips portal.
* Upload payroll BACs instructions to bank for checking and approval.
* Produce monthly reconciliation of actual payroll to budget/forecast for review by the Finance Manager.
* Ensure that all payroll deductions are paid over on a monthly basis and on time – Pension Contributions, PAYE.
* Roll over payroll.
* Complete year end process in line with payroll software protocols and HMRC requirements and prepare payroll for new tax year and produce P60s.
* Prepare, complete and submit P11ds.
* Prepare, complete and submit PAYE settlement Agreement for benefit and expenses and pay NI due.
* Input of starter and leaver details.
* check and process ad hoc staff payments, timesheets and Authority to Amend payment forms.
* Maintain an up to date, good working knowledge of statutory payments such as SMP, SPP and SSP.
* To prepare and report the Gender Pay Gap.
* Administer Apprenticeship Levy scheme, plus payments to HMRC.
* Work with HR to produce and distribute annual salary letters for the School.
* Prepare payroll reconciliations and other payroll documentation for annual statutory audit and liaise with Auditors on pay related queries.
* Teachers’ Pensions – maintain records and submit files via MCR monthly. Prepare the TP end of year certificate for external audit and submission to TP. Prepare and submit re-employment, retirement and any other forms to TP as and when required. Keep employees up to date with new legislation and processes.
* Act as primary liaison with external auditors on annual Teachers’ Pensions audit.
* Assess, auto-enrol new members to relevant Pension scheme for support staff or Teacher’s Pension Scheme for teaching staff. Ensure compliance with auto enrolment and the issuing of pension letters to new staff and existing staff and recording any opt out requests and forms. Ensure that re-enrolment is individually assessed and processed every three years.
* Administer and manage support staff pension schemes.
* Support all staff with pension queries and retirement forms.
* Liaise regularly with HR and Finance Manager to in respect of any changes to payroll and process salary payments on a monthly basis for all employees.
* Prepare and submit data for ONS Government surveys.
* Provide support to the Purchase Ledger function, including checking and uploading of payment runs and other ad hoc payments.
* Administer the company private health scheme – joiners/leavers and P11d calculations.

**Knowledge, Skills and Experience**

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** |
| Payroll specific professional training commensurate with the role or QBE | Y |  |
| Educated to ‘A’ level or equivalent | Y |  |
| **EXPERIENCE** | | |
| Min.2 year’s experience in end to end payroll | Y |  |
| Experience with Teacher’s Pension Scheme and other pension schemes |  | Y |
| Experience of standalone working | Y |  |
| Experience of producing monthly reports including variance analysis to aid sign off of the monthly payroll |  | Y |
| Previous experience of working in a school |  | Y |
| Membership of CPP |  | Y |
| **KNOWLEDGE AND SKILLS** | | |
| Excellent IT skills – specifically in excel. Proficiency in MS Office applications and are confident when using digital skills and other applications | Y |  |
| Numerate and able to work confidently with figures and produce and explain calculations (overpayments, underpayments, term time working) | Y |  |
| Knowledge of the education sector |  | Y |
| Excellent written and verbal communication skills | Y |  |
| Knowledge of accounting and administration systems | Y |  |
| Able to prioritise short, medium and long term plans to ensure objectives are met | Y |  |

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| **PERSONAL COMPETENCIES AND QUALITIES** | | |
| Outstanding organisational and prioritisation skills | Y |  |
| A proactive and collaborative worker with a strong team ethos and an ability and drive to problem solve and find solutions | Y |  |
| Excellent communication skills (written and verbal) with the ability to communicate financial concepts and processes to non-finance audiences in a clear and easy to understand manner. | Y |  |
| Excellent interpersonal skills and an ability to build positive, supportive and collaborative relationships with colleagues and stakeholders across the organisation | Y |  |
| A flexible, pragmatic and results focussed approach to work combined with a keen eye for detail and always meeting significant deadlines | Y |  |
| A positive, flexible and energetic approach to change, improvement and problem solving | Y |  |
| High levels of tact and diplomacy combined with absolute integrity | Y |  |
| Can show enthusiasm, tenacity and resilience with the ability to work under pressure, while maintaining a sense of humour | Y |  |
| Commitment to CPD | Y |  |
| Ability to maintain a high level of confidentiality and discretion | Y |  |

**Job requirement**

The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.

**WORKING FOR THE RGS**

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| **Hours of Work** | Full time, 40 hours per week(inc. breaks). 08.30 to 16.30 during term time, 08.30 to 15.30 during the school holidays. |
| **Remuneration** | Circa £33k dependent on experience |
| **Working arrangements** | Full time |
| **Annual Leave** | 28 days leave plus bank holidays to be taken during school holidays. |
| **Private Healthcare Scheme** | Private medical cover is available for all staff. This is paid for by the School, but is a taxable benefit so there is an indirect cost to the individual |
| **Pension Schemes for all staff** | All support staff are automatically enrolled into the company pension scheme. The level of contribution by the individual is matched by the School up to 4%. If the individual contributes 5% the School will contribute 10%. |
| **Commuting loan** | Interest-free loans are available for rail season ticket holders. |
| **Charitable Payroll Giving Scheme** | The scheme enables employees to donate regularly from their gross pay to charities of their choice |
| **Dining** | A choice of hot lunches, a delicious salad bar and range of desserts are provided daily in the Staff Dining Room during term time. |
| **Free use of school gym** | The school gym is available for staff to use at specific times. |
| **Parking** | Free car parking for all staff provided in the heart of Guildford. |

If you would like to know more about the RGS please visit our website [www.rgsg.co.uk](http://www.rgsg.co.uk).

If you have any questions, please contact the HR Department on 01483 887165 (email [recruitment@rgsg.co.uk](mailto:recruitment@rgsg.co.uk)). The HR department is open from 8.30am to 4.30pm, Monday to Friday.

The closing date for receipt of an application is 8th July 2022. Initial interviews will be online. Early application is encouraged.

**EQUAL OPPORTUNITIES**

The RGS aims to promote equality of opportunity for all with the right mix of qualifications and abilities, talent, personal qualities, skills and potential. The RGS welcomes applications from candidates of diverse backgrounds and personal circumstances. A detailed Equal Opportunities policy is available.

**SAFEGUARDING THE WELFARE OF CHILDREN**

All employees of The RGS have a responsibility for and commitment to safeguarding and promoting the welfare of children. All staff at RGS are expected to understand and follow the School’s detailed Policy on Safeguarding as part of their professional responsibilities.

**RECRUITMENT OF EX-OFFENDERS & SECURITY OF DISCLOSURE INFORMATION**

The RGS meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. It is of fundamental importance to the RGS and RGS Prep. to ensure, so far as possible, that those who take up appointments do not pose a risk to the children in its care.

Further details will be sent to applicants invited to interview which will expand on the above.

**APPLICATION PROCEDURE**

All applications will be acknowledged. All applicants will be notified after the closing date whether or not they are to be invited to interview. Successful applicants will be advised of the date and time of the interview and the form the interview will take. References will normally be taken up prior to interview as will proof of identity and domicile. Candidates unsuccessful at interview will receive written notification.

**APPLICATIONS**

All applications should be submitted via the RGS website and consist of:

* a covering letter addressed to the Headmaster, Dr JM Cox; and
* a fully completed application form.

Note : The necessary forms may be found on the School website along with the Safeguarding Policy. The School’s website is www.rgsg.co.uk

