

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	Payroll Officer
DEPARTMENT:	Payroll (sits within Finance)
REPORTS INTO:	Payroll & Pensions Manager
ABOUT CITY LIT	
It is the Vision of City Lit to bring people together to enrich lives through learning.	
OVERVIEW OF DEPARTMENT	
<p>The Finance department is responsible for the:</p> <ul style="list-style-type: none"> • Provision of relevant, timely and accurate management information to departmental budget holders and the Institute's Governors • Financial control throughout the Institute • Recording and processing of financial transactions required to support the operations of the Institute and to enable it to meet its statutory obligations • Timely and accurate processing of payroll and associated statutory obligations • Provision of financial business support to help the Institute realise its long-term strategic aims <p>We provide proactive advice and support to all staff in order to maintain a sound financial position and instil financial best practice across the organisation. The team work closely with budget holders to support them in achieving their business goals.</p>	
OVERVIEW OF THE JOB	
<p>The Payroll Officer will assist with the efficient running of the College Payroll, working closely with the Human Resources team. City Lit has a large pool of hourly paid staff who are paid on a fortnightly basis and c200 employees paid on a monthly basis. There are therefore at least three pay runs a month. Our employees are also eligible to join the Teachers' Pension Scheme, or the Local Government Pension Scheme and the Payroll team are responsible for the administration of these Schemes. The role reports to the Payroll & Pensions Manager</p>	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
Employee pay runs	<ul style="list-style-type: none"> • Preparation of fortnightly and monthly payroll for review by Payroll Manager and Head of Finance. • Maintain a close working relationship with HR to ensure changes in staff pay and benefits are reflected in the pay runs • Review and document procedures with the Payroll Manager, helping to implement improvements where required
Pension Scheme Administration	<ul style="list-style-type: none"> • Assist with reporting and administrative tasks for both pension schemes • Prepare monthly returns for Teachers Pension Scheme and the monthly reconciliation for the Local Government Pension scheme (LGPS), via the respective online portals and in line with Scheme deadlines. • Provide timely responses to staff querying regarding pension schemes • Help monitor and achieve Auto enrolment responsibilities
HMRC and other statutory obligations	<ul style="list-style-type: none"> • Assist the Payroll Manager to ensure compliance with HMRC payroll obligations (FPS, EPS, correct tax payments etc.)
Other	<ul style="list-style-type: none"> • Support the administration of childcare vouchers • Ensure payroll and pension records are kept in line with Data Protection requirements under the new GDPR rules • Support with some finance related tasks
KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none"> • Proven experience of supporting payroll 	Essential

<p>function</p> <ul style="list-style-type: none"> • Up to date knowledge of current payroll and pension legislation • Demonstrable experience of delivering a high-quality customer services • High level of accuracy and attention to detail • Resilient and able to work under pressure • Ability to prioritise • Self-starter and able to work independently but also able to work in a wider team environment • Solution focussed and a problem solver 	<ul style="list-style-type: none"> • Previous experience of supporting a payroll function in a medium sized organisation • Varied and strong experience of using payroll software • Knowledge of manual calculations and payroll theory • Previous experience of auto-enrolment • Experience of government pension schemes, ideally Teachers Pension Scheme and Local Government Pension Scheme. <p>Desirable</p> <ul style="list-style-type: none"> • Familiar with Select Pay and Select HR • Familiar with the concept of spine point/bandings of pay grades • Knowledge of IR35 •
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KEY STAKEHOLDERS/CONTACTS	
<ul style="list-style-type: none"> • HR team • Finance Team • All staff across the organisation 	

Hours of Work:	35 hours per week Monday-Friday Some overtime may be required during busy periods
Benefits:	Generous annual leave and pension scheme, as well as other staff discounts