

Payroll Officer

SAMpeople

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W: sampeople.co.uk

About the role:

Job title: **Payroll Officer**

Working hours: 37.5 hours

Salary: 28k - 32k depending on experience

What will you do day to day?

Our payroll service removes the administrative burden of payroll and pension management from our customers. You will be Integral to the success of their journey with us!

- You will manage a portfolio of our customers monthly payroll operation ensuring that each stage of the payroll process is actioned in full.
- Ensure that all staff are paid correctly and timely (within customer requirements and deadlines).
- That accurate information and payments are made to all stakeholders, internal and external including HMRC etc.
- To comply with data protection legislative requirements (GDPR) and company expectations which are in line with ISO27001 and Cyber Essentials plus certification.
- Updating payroll system with current rates including Pay Scales, allowance values, Pension deduction rates, NI rates and tax thresholds (both employer and employee).
- Calculation of pay adjustments where required, including calculation of outstanding holiday pay due or to be collected for leavers.
- Processing maternity, paternity and shared parental pay calculations in line with customer policies and expectations.

Required skills and knowledge for the role:

- Proven experience of payroll processing within the Education sector
- Degree level education or relevant payroll qualifications
- Experience of HMRC requirements regarding Tax, National Insurance and statutory deductions and payments
- Experience of auto enrolment pension schemes administration
- The ability to validate payroll data against current payroll data and HR systems
- Producing reports, analysing and Interpreting data
- Knowledge of the Local Government Pension Scheme and Teachers Pension Scheme (desirable)

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- Good presentation skills and able to support the Commercial team with payroll presentations If required

The good bits:

Here are the benefits of working for SAMpeople and FusionHR.

- 25 days annual leave plus 8 bank holidays (increases annually with service up to 29 days)
- Your birthday off work In addition to the above!
- Holiday purchase scheme - you can buy up to an additional 3 days leave
- Pension scheme
- BUPA Healthcare Cashback Plan
- Free onsite parking
- A clear career pathway as soon as you join
- Free fresh fruit and snacks delivered weekly
- Employee Assistance Programme
- Time off for those special events; nativities, school plays, & graduations
- Hybrid working
- Great company social events

A bit about us:

At SAMpeople, we're bringing together decades of expertise supporting HR in schools with the latest in people technology. Helping over 1,800 schools and trusts hire, manage and support their most important asset with clarity and confidence every day.

We are education specialists that provide Impactful products & services to help schools and MATs manage their people and deliver the best outcomes for children.

Our vision has always been to **'create better futures for our children through Innovative people solutions'**.

Our team have a vast depth of knowledge in school business management and EduHR. That's our pedigree. In fact, our founder and Managing Director worked as a School Business Manager/Consultant for 7 years before setting up Fusion HR In 2011!

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You will be working with a variety of people, with different experiences and skills. However, we are also parents, dog owners, gig goers, cyclists, gym bunnies, festival goers and yoga enthusiasts. Our team song is 'Don't Stop Believing'. Come and join the fun!

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