**Payroll Administrator**

**A BIT ABOUT US:**

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate, and is located in Stowe’s world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

In January 2021, Winchester House and Swanbourne House Schools became part of The Stowe Group. The schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is also open to the public during the school holidays.

**WE ARE CHANGE MAKERS**

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

**MAIN DUTIES: PAYROLL ADMINISTRATOR**

Due to the group recently acquiring two Prep Schools in the local area, the Finance department is looking for someone to join their team at Stowe School. This role would work alongside an existing Accounts Assistant – Payroll and report to the Payroll Officer.

The role will focus on the monthly payroll processes to ensure employees are to be paid correctly and on time, whilst maintaining records, arranging employee and third-party payments within strict statutory and company deadlines.

This role will provide excellent experience, variety and potentially career/qualification progression.

This role requires several years of experience working in a similar or related position, but training will be provided. Must have excellent verbal and written communication skills, attention to detail, strong numeracy, and Office Windows experience, especially in Excel.

**HOURS:**

Ideally this position is 37.5 hours a week, 5 days a week, 52 weeks of the year, however flexibility on the working hours/pattern may be available to the correct candidate.

**Salary:** £22 - £25K per annum depending on experience

**How to apply:** An application form and job description may be downloaded from our website [www.stowe.co.uk/careers-at-stowe](http://www.stowe.co.uk/careers-at-stowe)

**Closing date: Friday 5th August**

**The Stowe School Group** is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Application deadline:** This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date.

**Contacting you:** We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly.

**Job Description**

**Job Title: Payroll Administrator**

**Department: Finance**

**Accountable to: Payroll Officer and Financial Controller**

**Responsible for: n/a**

**Purpose of the job:**

To provide support within the payroll team in processing the monthly/yearly payroll data and business expense for the Stowe Group. To always ensure a customer orientated service is provided in an efficient, flexible, and professional manner.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 770 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 100,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**Key Responsibilities and Accountabilities**:

* To work as part of a team to support the Payroll Officer in ensuring The Stowe Group and client payrolls are processed accurately and within the monthly deadline specified
* To ensure staff expenses are processed within a timely manner and staff reimbursement is processed accurately

**Key Tasks:**

# **Payroll**

* 1. To support the Payroll Officer in preparing and processing payroll data accurately and within the deadlines specified, duties include:
* Checking payroll data received for input
* Updating salaries, overtime payments, monthly salary amendments
* Calculating statutory and voluntary monthly payments such as PAYE and NIC to meet with legislation requirements
* Calculating salaries
* Issuing employees’ payslips
* Collaborating with the Peoples department to maintain employee data
* Issuing HMRC forms and related documentation
* Amending employee personal records when necessary
* Process payments accurately and reconcile payroll general ledger codes
  1. To support staff and departments with any enquiries that might arise in a timely and professional manner.
  2. To organise and prioritise the workload to meet all deadlines set
  3. Ensure all approved staff business expenses are processed and uploaded to the accounts system for payment and meet the internal financial policy requirements ie. authorisation, costs allocated as instructed by the departments managers and Finance and VAT receipts
  4. To support and cover the other Payroll Administrator as and when required
  5. Other hoc duties as required by the Payroll Officer and Financial Controller

# **General:**

* 1. To ensure adherence to Health and Safety legislation that affects the post holder
  2. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: July 2022

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | ● General level of education with a degree of numeracy/ literacy |  |
| **Specialist Skills & Experience** | * Minimum 2 years’ experience * Basic IT skills (Word, Excel and Internet) | * Payroll qualification * Basic accounting knowledge and background |
| **Personal Qualities** | * Good organisational and time management skills * Able to work under pressure and to deadlines * Good interpersonal skills * Capable of taking responsibility for own work * Eye for detail, excellent accuracy and numeracy skills |  |