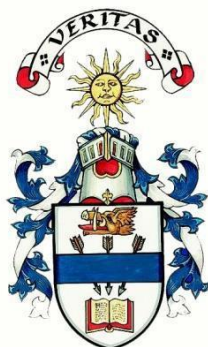


Hutchesons' Grammar School



Appointment of Finance and Payroll Administrator

The Aims of the School

Hutchesons' Grammar School aims to provide boys and girls with a broad Scottish education, with the emphasis on academic excellence.

Founded in 1641, Hutchesons' is a famous school, which has always been at the forefront of teaching and learning in Scotland. Nowadays, it is a large and dynamic school of great vitality and diversity, where around 1250 pupils from pre-school right through to sixth year follow a broad curriculum, blending the traditional and the modern. Excellent teachers are one of Hutchesons' greatest strengths, along with the resources, training and support they need to do their job to the highest possible standards.

Hutchesons' pupils excel in a wide variety of sports both nationally and internationally, and the quality of performance in music, drama and the arts is equally high. All pupils can follow a structured programme in and out of the classroom, which broadens their outlook and helps them develop their interests and enthusiasms. There are many opportunities for involvement in clubs and societies, community work and charity fund-raising, visits and tours both within the UK and abroad, and for the Duke of Edinburgh award scheme.

As individuals, Hutchesons' pupils are encouraged to develop confidence, self-discipline, integrity, courtesy and consideration for others. They are part of a large community of learners, where every individual is important. They learn to be thoughtful, articulate and well-read and to have a clear idea about how they want to live their lives beyond school and university.

Scots have always valued education very highly, and for nearly four centuries Hutchesons' has sent young men and women out into the world secure in the knowledge that they are part of that tradition.

Hutchesons' prides itself on being an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. If you have what it takes, we really want to hear from you.

Purpose of the Role

The Finance and Payroll Administrator is a full-time, permanent, senior support role, reporting directly to the Head of Finance.

As part of the Finance Team, the Finance and Payroll Administrator will have overall responsibility for the timely and accurate processing of the payroll and pension function for approximately 260 employees and will support the Finance Team across a variety of operational areas. This role also works closely with the HR function.

Key Tasks and Responsibilities

Payroll

- Process payroll on EduPay for all employees ensuring accurate and timely payment;
- Resolve pay queries and deal with external agencies including HMRC;
- Maintain employee payroll records, including tracking attendance eg annual leave and sickness absence, and any changes to pay or deductions;
- Administer all employee pensions and other salary deductions (including salary sacrifice schemes), submitting required returns to external agencies in a timely manner;
- Ensure that robust procedures are in place and that these are regularly adhered to and monitored.
- Process the BACS payroll file.
- Generate payslips.
- Maintain individual SSP and SMP records.
- Resolve payroll and pension queries.
- Provide guidance on payroll matters for all employees, including supply teachers and temporary employees.
- Produce reports from the payroll system as requested.
- Take a lead on all payroll and pension functionality improvements that are agreed.

Finance

- Respond to internal and external inquiries regarding financial matters in a professional and timely manner.
- Manage the financial processes for school trips and extra-curricular activities.
- Provide financial reports and analysis as required to support decision-making.

Human Resources

- Assist with absence management administration issuing weekly attendance sheets, updating sickness absences, annual, special, and maternity leave, processing Self-Certificates, Fit Notes, issue reminders and highlight issues in line with our Absence Management Policy.
- Maintain an awareness of HR policies.
- Assist with the administration for new starters and leavers in conjunction with the HR Adviser.