



Job Title	Payroll Officer
Reporting to	Finance Manager

Job Purpose

The Payroll & Finance Officer will be responsible for the accurate and timely administration of the College's monthly payroll, ensuring compliance with all relevant payroll legislation, HMRC regulations and pension requirements. The postholder will play a key role in an exciting payroll transformation project, working closely with the Finance Manager and HR Manager to bring the payroll function in-house.

In addition to payroll responsibilities, the postholder will provide support to the wider Finance team, helping to ensure the smooth operation of the Finance Office and maintaining high standards of customer service for staff and external stakeholders.

This is a part-time position (2–4 days per week, flexibility available for the right candidate) and is fully office based at St Aloysius' College, Garnethill.

Main Duties and Responsibilities

Payroll Administration

- Prepare and process the monthly payroll, ensuring accuracy and adherence to agreed deadlines
- Maintain payroll records and employee data, ensuring confidentiality and compliance with GDPR requirements
- Process all payroll variables including new starters, leavers, contractual changes, salary uplifts, overtime, statutory payments and deductions
- Process and maintain records relating to sickness absence, statutory leave and pay, maternity, paternity, adoption and shared parental leave
- Process and reconcile fixed pay instructions including salary changes, allowances and benefits
- Administer pension deductions and liaise with pension providers as required
- Complete P11D reporting and associated benefit-in-kind administration where applicable
- Undertake payroll reconciliations and support month-end payroll-related accounting requirements
- Ensure payroll transactions are accurately recorded and supported by appropriate documentation

Payroll Compliance and Continuous Improvement

- Keep up to date with payroll legislation, HMRC guidance, pension regulations and employment-related statutory requirements
- Ensure compliance with payroll regulations, tax laws and internal policies

- Support payroll audits and provide payroll information as required by auditors and regulatory bodies
- Identify opportunities to improve payroll processes, controls and efficiencies
- Contribute to the successful implementation of the project to bring payroll services in-house, working closely with the Finance Manager and HR Manager

Employee and Stakeholder Support

- Act as the primary point of contact for payroll-related enquiries from staff and external stakeholders
- Provide professional and timely responses to payroll, pension and statutory payment queries
- Build and maintain effective working relationships across the Finance and HR functions
- Liaise with external payroll providers, HMRC, pension providers and other relevant bodies as required

Financial Administration Support

- Support the Finance Manager with various finance administration tasks when required
- Assist with reconciliations, reporting and other finance-related activities
- Maintain accurate financial records and documentation
- Provide general support to the Finance Office to ensure efficient service delivery

Additional Duties

- Work collaboratively as part of the wider College administration team
- Maintain strict confidentiality regarding sensitive employee, student, parent and business information
- Undertake other reasonable duties commensurate with the level of the post as requested by the Finance Manager

Job Features

Planning and Organising

- Organise and prioritise payroll activities to meet strict monthly deadlines
- Manage competing priorities while maintaining accuracy and attention to detail
- Support project planning and implementation activities associated with bringing payroll in-house

Decision Making

- Exercise judgement in resolving payroll discrepancies and processing issues
- Ensure compliance with statutory requirements and internal procedures
- Escalate complex payroll, taxation or compliance matters where appropriate

Problem Solving

- Investigate payroll queries and discrepancies, identifying root causes and implementing solutions
- Resolve payroll processing issues promptly and accurately
- Support improvements to payroll systems and processes

Other

- This role is fully office based at St Aloysius' College, Garnethill
- Part-time role (2–4 days per week), with flexibility available for the right candidate

Candidate Profile
Qualifications and Experience
Essential • Practical payroll experience • Educated to Higher level or equivalent experience • Previous end-to-end payroll processing experience • Experience of administering statutory payments and leave • Experience of handling confidential employee information • Experience of interpreting and applying payroll legislation and HMRC requirements Desirable • CIPP qualification or working towards a payroll qualification • AAT qualification or relevant finance qualification • Experience of implementing or transitioning payroll systems • Experience within an educational, charity, or not-for-profit environment • Experience of supporting finance administration activities

Knowledge/Skills/Competencies
Essential • Current knowledge of payroll legislation, HMRC regulations and tax requirements • Understanding of pension administration and auto-enrolment requirements • Good working knowledge of Microsoft Excel and Microsoft Office applications • Understanding of data protection and confidentiality requirements • Excellent numerical and analytical skills • High level of accuracy and attention to detail • Strong organisational and time management skills • Ability to work independently and manage workload effectively • Excellent communication and interpersonal skills • Strong customer service focus • Ability to maintain confidentiality and handle sensitive information with discretion • Ability to identify process improvements and drive efficiencies • Proficiency in Microsoft Excel Desirable • Knowledge of P11D reporting and benefits administration • Understanding of accounting processes and payroll reconciliations • Experience supporting system implementation projects • Knowledge of finance systems and accounting software

The Person
Essential • Must have a genuine passion for education and a commitment to promoting the ethos and values of the school • To meet our Safeguarding requirements, the College requires that all employees have the Right to Work in the UK, have 2 satisfactory references, and Enhanced Disclosure Scotland (PVG) clearance. The post holder must be able to provide the necessary information to allow the College to process these mandatory requirements

