



Erskine Stewart Melville

Payroll and Pensions Coordinator

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| SCHOOL | <ul style="list-style-type: none">• ESM |
| DEPARTMENT | <ul style="list-style-type: none">• Finance |
| REPORTS TO | <ul style="list-style-type: none">• Head of Finance |
| CONDITIONS OF ROLE | <ul style="list-style-type: none">• Contract Type: Part Time, Fixed Term – 6 months• Hours of Work: A paid working week of 21.75 hours• Holiday Entitlement: Entitlement is to 30 days annual holiday leave pro rata plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December.• Location: The postholder will be based on the Ravelston site. This role is not suited to hybrid working. Occasional overtime may be required, as agreed with your line manager in advance |

| ROLE DETAILS | |
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| PURPOSE OF THE ROLE | <ul style="list-style-type: none">• We are seeking a highly capable Payroll & Pensions professional to play a key role in strengthening and embedding payroll operations within an outsourced model.• This is a unique opportunity to shape and enhance how payroll is controlled, coordinated and delivered. You will take ownership of payroll governance, data integrity and process design, working closely with Finance, HR and our external payroll provider to ensure a robust, accurate and well-controlled payroll function.• A central objective is to leave a lasting impact by establishing clear, sustainable processes and successfully transferring knowledge into the wider team. |
| ACCOUNTABILITY | <ul style="list-style-type: none">• Accountable for ensuring robust payroll governance, maintaining data integrity within iTrent, coordinating the accurate and timely delivery of payroll and pension administration, overseeing reconciliations, and establishing sustainable processes, controls and documentation to support long-term operational resilience. |
| AUTHORITY | <ul style="list-style-type: none">• Authority to coordinate payroll processes across HR and Finance, enforce robust controls and approval processes, escalate issues with the payroll provider, and drive improvements to payroll procedures, controls and documentation. |
| RELATIONSHIPS | <ul style="list-style-type: none">• Builds strong working relationships with HR, Finance, outsourced payroll and pension providers, and employees across the School. Acts as the central coordinator for payroll and pension matters, ensuring information is accurate, complete and delivered on time. |

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| DUTIES AND KEY RESPONSIBILITIES | <ul style="list-style-type: none"> • Act as primary contact for the outsourced payroll provider and pension providers, and manage the payroll timetable • Ensure all payroll inputs are complete, accurate and submitted on time; review outputs and resolve discrepancies • Maintain and strengthen payroll internal controls, including validation, approvals and audit trails • Ensure iTrent data is accurate and functions as the single source of truth • Coordinate payroll data flow between HR, Finance and payroll provider • Ensure employee changes are recorded, authorised and communicated in line with deadlines • Identify and resolve inconsistencies across systems • Administer pension schemes (SPPA, L&G, AVC), including returns, reconciliations and query resolution • Administer payroll-related benefits and salary sacrifice schemes • Review payroll journals and complete reconciliations (gross-to-net, payroll-to-ledger, payroll-to-payments) • Investigate and resolve variances promptly • Respond to payroll and pensions queries and ensure timely administrative processing • Review, simplify and standardise payroll processes • Document processes, controls and responsibilities clearly • Support training and handover of responsibilities to Finance and HR teams • Ensure payroll operations are fully controlled, documented and embedded by the end of the contract |
| KEY OUTCOME | <ul style="list-style-type: none"> • A fully controlled, well-documented and sustainable payroll and pensions operation that is embedded within the organisation. |

| PERSON SPECIFICATION | | |
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| | Essential Criteria | Desirable Criteria |
| Experience | <ul style="list-style-type: none"> • Strong experience in payroll coordination, controls and data management; • Experience managing multiple stakeholders, systems and deadlines within a payroll environment. | <ul style="list-style-type: none"> • Experience working with outsourced payroll providers; • Experience of pension scheme administration (particularly SPPA); • Experience documenting processes and knowledge transfer. |
| Education/Qualifications | <ul style="list-style-type: none"> • Relevant payroll, pensions or finance experience demonstrating professional competence. | <ul style="list-style-type: none"> • Payroll, finance or accounting qualifications |
| Skills/ Abilities/ Capabilities | <ul style="list-style-type: none"> • Strong understanding of payroll processes, controls inputs and outputs; • Experience of payroll reconciliations and payroll-to-finance integration. • Excellent attention to detail and a high level of accuracy. • Strong organisational; communication and | <ul style="list-style-type: none"> • Understanding of payroll accounting and reporting; • Ability to improve and streamline processes • Relevant payroll or HR qualification (e.g. CIPP or CIPD) or equivalent experience. |

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| | <p>stakeholder management skills</p> <ul style="list-style-type: none"> • Strong working knowledge of iTrent (MHR) HR and payroll system, with the ability to maintain data integrity and support payroll processes. | |
| Personal Attributes | <ul style="list-style-type: none"> • Highly organised, detail-oriented, proactive, • Collaborative, and committed to accuracy and continuous improvement | <ul style="list-style-type: none"> • Adaptable, process-driven, and able to support change and knowledge transfer effectively |