



## **Payroll Business Partner**

**Salary: £25,000 - £29,645 per annum + benefits**

**Hours: 37.5 hours per week**

**Type: Permanent position, 52 weeks**

**Holiday Entitlement:** Year 1 – 25 days + bank holidays rising to 30 days + bank holidays after 5 years' service

**Close date: 30<sup>th</sup> August**

**Interview date: 12<sup>th</sup> September**

### **Role Summary**

We are recruiting a Payroll Business Partner to provide and administer an accurate payroll service to Trust employees (via an external payroll bureau) in accordance with Trust, Government, Pension and Audit regulations, procedures and deadlines. Reporting to the Head of Finance, the role will also operate efficient day to day payroll functions, providing guidance and advice on payroll statutory regulations for staff and managers.

The role is also required to support and develop the implementation and use of integrated Payroll and HR systems.

### **Requirements**

Experience of administering a variety of contractual data for payroll purposes  
5 GCSE A – C Inc. English and Maths (or level 2 equivalent in literacy and numeracy)  
Advanced application of MS Excel, Outlook, databases  
Knowledge of the principles underlying government legislation and laws  
Professional qualification to include one of the following:  
    CIPP Qualification – Foundation level or above  
    Association of Accounting Technician's (AAT) level 2 in Payroll Administration  
    CIPP – Advanced Payroll technician  
    Willingness to complete CIPP Degree in Payroll Management  
Ability to demonstrate a meticulous and accurate approach to work, paying attention to detail  
Ability to multi task, organise work tasks and meet deadlines  
Sound mathematical background including the ability to apply concepts such as percentages  
Evidence of excellent IT skills, including understanding of payroll and time recording systems  
Show initiative and be open to new ideas and uphold the spirit of continuous improvement by being able to identify better ways to do things  
Good written and verbal communication skills, ability to write and maintain reports  
Ability to work as part of a multi-disciplinary team  
Able to listen and act on instructions  
Ability to analyse, present and report management information that will inform line managers in an accurate, clear and timely manner  
Good time keeping with a flexible approach to work  
Ability to remain calm under pressure  
Ability to sit and work at a PC for extended periods of time

Ability to undertake additional project work alongside the day-to-day running of the Payroll process.  
Experience of term time only contracts and Teachers' pensions  
The ability to meet the physical demands of the post which includes bending, kneeling and moving/accessing boxed archive information in line with the Trust Manual Handling procedure

### **About our benefits**

Pension scheme, on site gym, employee assistance programme, online retail and leisure discounts, doggy day care/grooming service, cycle to work scheme, childcare vouchers, free parking and generous holidays!

We offer good career development opportunities with performance related pay to progress your salary depending on qualifications, skills and experience.

### **About Seashell Trust**

Seashell Trust runs an Outstanding (Ofsted) special School, and a specialist College together with 17 on-site residential homes for children and young adults with complex learning disabilities, physical disabilities and multisensory impairments.

*We provide an environment that is safeguarded and as part of our safer recruitment policy, successful candidates will be required to undergo an enhanced DBS check (no cost) and full references will be taken.*

*We value diversity and are committed to equal opportunities. Disabled candidates who meet the minimum criteria on the person specification will be guaranteed an interview.*

*This charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*