

**PAYROLL OFFICER  
JOB DESCRIPTION**

April 2026

The Right HR solution for you ...

**HR**Solutions (GB) Limited

Solving YOUR HR and Payroll needs



<b>JOB TITLE:</b>  <b>Payroll Officer</b>	
<b>REPORTS TO:</b> Sarah Subden – Director	
<b>1.</b>	<b>PURPOSE OF JOB:</b> To provide an accurate, timely, and efficient payroll service for our Payroll Clients. The Payroll Officer is responsible for processing monthly payroll, maintaining high-quality payroll records, ensuring legal compliance, and delivering excellent customer service to employees and school leaders.  To assist the team in the provision of payroll and administrative services to our clients. Including:-  <ol style="list-style-type: none"><li>1. To manage the client monthly payroll operation ensuring that each stage of the payroll process is actioned properly.</li><li>2. Ensuring that all staff are paid correctly and timely.</li><li>3. Ensure appropriate and accurate information is provided to clients and other agencies.</li><li>4. That correct information and payments are made to all stakeholders, internal and external including RTI to HMRC.</li><li>5. This role commands the strictest level of confidentiality and discretion and as such, the post holder will be held accountable for any irregularities.</li></ol>
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>  <ol style="list-style-type: none"><li>1. Pro-actively manage, collate and input data accurately relating to clients employee monthly payments; additions, deductions and variables ensuring that staff are paid on time and receive the correct payments.</li></ol>

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2. Ensuring that multiple deadlines are adhered to and work is completed within the deadlines set.
3. Liaise proactively with clients as required to ensure that all contractual changes are administered effectively and in line with payroll deadlines.
4. Process end-to-end monthly payroll for clients, including new starters, leavers, and contract variations.
5. Calculate salaries, overtime, enhancements, allowances, deductions, and statutory payments (SSP, SMP, SPP, SAP).
6. Ensure accurate processing of PAYE, National Insurance, Pension contributions, student loans, Attachment of Earnings Orders etc and other statutory deductions
7. Prepare and issue payroll documentation, including P45s, P60s, and payslips.
8. Ensure adherence to HMRC legislation, employment law, and local authority requirements.
9. Process and administer all aspects of Teachers' Pensions and Local Government Pension Scheme contributions according to scheme rules.
10. Support the completion of year-end statutory returns and pension reconciliations.
11. Comply with the requirements for Auto Enrolment and Real Time Information.
12. Manual calculation of salary e.g. Tax, NI, equated pay calculations where necessary, including back pay, over / under payments, leavers, annual leave and other ad hoc manual adjustments.
13. Prepare and submit monthly BACS files on behalf of clients
14. Application of client occupational provisions of payroll including, Sick Pay, Maternity Pay, Adoption Pay etc.
15. Ensure client Childcare Voucher Scheme are operated efficiently, that all deductions are reconciled and correct payments made to the scheme provider.
16. Respond to enquiries from clients, colleagues and third parties on payroll related issues, including correspondence with 3<sup>rd</sup> parties such as HMRC, Local Government Pension Scheme, Teachers' Pensions and other 3<sup>rd</sup> Party Providers.
17. Issue various client payroll reports from the database as and when required for the effective operation of our monthly payroll service to clients.
18. Conduct regular checks to ensure the integrity of the payroll database, updating data as necessary including legislative changes and ensuring that the payroll database is working properly. Problems identified should be reported to your line manager in writing.
19. Maintain up to date payroll knowledge and comprehensive guidance notes on using the Payroll/HR database.
20. Liaise closely with colleagues in the wider team to ensure that monthly reconciliations of the third-party payments are undertaken and preparing journals for any corrections required as well as any submissions as needed.
21. To liaise with and give appropriate information and advice to clients as and when required; via email/telephone/online e.g. Teams or site visit.

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	<ol style="list-style-type: none"> <li>22. Respond promptly and professionally to payroll queries from staff, managers, and school leaders.</li> <li>23. Provide clear explanations on payslips, deductions, pension schemes, and statutory changes.</li> <li>24. Work collaboratively with HR, Finance, and school administration teams.</li> <li>25. Responsible for managing sensitive payroll data in line with GDPR and data protection legislation.</li> <li>26. Ensures secure handling, storage, and transmission of payroll documentation.</li> <li>27. Helps maintain and update payroll system configurations and reference data.</li> <li>28. Required to meet strict monthly deadlines and manage conflicting priorities.</li> <li>29. Must handle confidential issues with professionalism and discretion.</li> <li>30. To use computerised systems e.g. Word, Excel, Outlook and databases, to input and manage data and produce required documentation.</li> <li>31. To undertake work for the HR team as and when required.</li> <li>32. To undertake work for the Company Director's as and when required.</li> <li>33. To attend meetings internally and out of the office; take notes/formal minutes as required and report back to the Directors as appropriate.</li> <li>34. Day to day general clerical duties as required.</li> <li>35. Making tea, coffees etc. as and when required as part of the Team and ensure that the kitchen area remains clean and tidy.</li> <li>36. The job description will be reviewed as and when required.</li> <li>37. Such other duties as may be determined from time to time within the general scope of the post.</li> </ol>
<p><b>3.</b></p>	<p><b>KNOWLEDGE AND SKILLS</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. GCSE (<i>or equivalent</i>) in English and Mathematics essential Grade C or above</li> <li>2. Knowledge of payroll systems</li> <li>3. Computer literate in Microsoft Office, word and excel.</li> <li>4. Experience of HMRC requirements with regard to Tax, National Insurance, and Statutory deductions and payments.</li> <li>5. Experience of Auto Enrolment pension schemes administration.</li> <li>6. Ability to meet and work to tight deadlines.</li> <li>7. Ability to communicate effectively at all levels within an organisation.</li> <li>8. Ability to be accurate with data input and analysis, especially when working to tight deadlines.</li> <li>9. General Office experience.</li> <li>10. Being able to work as part of a small team.</li> <li>11. Good interpersonal skills.</li> <li>12. Good time management skills.</li> <li>13. Strong confidentiality ethos; honest, reliable &amp; flexible.</li> <li>14. Ability to work on own initiative and plan and prioritise workload.</li> <li>15. Excellent Keyboard skills.</li> </ol>

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	<p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of Local Government and Teachers Pay &amp; Conditions.</li> <li>2. Experience of management and operation of the payroll function</li> <li>3. Good working knowledge of Teachers Pensions and Local Government Pension Schemes.</li> <li>4. Full Driving Licence.</li> <li>5. Experience of working in a client focused environment.</li> <li>6. AAT qualified or CIPP qualification or equivalent business, payroll or bookkeeping qualification.</li> </ol>														
<b>4.</b>	<p><b>GENERAL INFORMATION</b></p> <ol style="list-style-type: none"> <li>1. Should attend work appropriately dressed at all times – smart professional</li> <li>2. Subject to references, pre-employment medical check and clear enhanced DBS</li> </ol>														
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<p><b>Health and Safety</b></p> <p>The postholder is required to carry out the duties with due regard for the Health and Safety policies and procedures.</p>															
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