



Payroll and Pensions Manager

16 – 20 hours a week £30,151 - £32.020 FTE (hours negotiable)

Start: As soon as possible

Length of contract: permanent

Location: Hybrid, ALET school site and occasional home working

Payroll and Pension Manager key responsibilities:

- To provide an effective and efficient pensions administration service for the Trust and third-party pension providers.
- To ensure that Statutory Returns are completed.
- To support the Head of HR, to ensure that the payroll for the Trust is processed accurately and payments are made on time.
- Provide information to staff on a range of pensions issues.
- Be a named administrative contact for Teachers' Pensions and the Local Government Pension Schemes.
- Complete the necessary online forms required by Teachers Pensions and the Local Government Pension Service including missing service requests, change of hours and personal detail.
- To assist in the completion of the Teachers Pensions annual return, tracking all gross salary changes throughout the year for each member by the statutory deadline, and resolve queries with them.
- To assist in the completion of the Local Government Pension Scheme annual return, reconciling employee and employer contributions based on individual pensionable salaries by the statutory deadline and resolve queries with them.
- To assist in the completion of the Teachers Pensions Audit Certificate for sign-off by the College's external financial statement auditors.
- Gender Pay Gap reporting.
- Apply the pay award to the pay scales and update for approval by the Finance Manager.
- Submit the pay award and new pay scales to the payroll provider for application and distribute pay scales to the schools HR links for use.
- Please see job description for further information.

The successful candidate will have the relevant payroll accredited qualifications and or measurable relevant education payroll experience and will be proactive, versatile and embrace change. You will have excellent organisational skills and be a good problem solver with experience of setting up systems to support efficient working practices. You will work closely with the HR team to boost productivity and use of time and lead conversations and communications with the Teachers Pensions, LGPS and auditors as required.

For further information please contact Kiran Kaur, Director of HR and Payroll kiran.kaur@alet.org.uk

Applications to: hr@alet.org.uk