



## Job Description

1. **Job title:** Payroll Officer
2. **Responsible to:** Head of HR
3. **Job summary:** Preparation of monthly payroll for Eastbourne College and St Andrew's Prep  
Other accounts-based duties and responsibilities
4. **Duties and responsibilities**
  - a. Maintenance of computer and paper-based records of current and historic staff salaries together with all related information
  - b. Responsibility for the maintenance of base salary data, including annual rises and scale increments, promotions, appointments, resignations, retirements and all permanent and semi-permanent changes and variable payments
  - c. Responsibility for ensuring BACS payments to staff are made on due date. Creation of electronic pay slips, P45s and P60s and any other pay-related advices. Responsibility for payments to pension funds as required; preparation of pension payments and related files and reports
  - d. Reimbursement of out of pocket expenses through the payroll, ensuring all claims are supported by receipts
  - e. Responsibility for deducting authorised amounts from salaries for rent, telephone, SCR accounts, pension contributions and shop purchases
  - f. Responsibility for process salary sacrifice amounts for child care, etc
  - g. Preparation of monthly payroll journals and postings to nominal ledger
  - h. Reconciliation of payroll control accounts monthly, including payroll, staff loans, pensions and AVCs, PAYE, OOP expenses, SCR, trade union subs, social club and rent received
  - i. Ensure that the Accounts Manager is equipped with knowledge of any updated payroll routines in the event of any systems or procedural changes
  - j. Preparation of P11Ds
  - k. Reconciliation and submission of statutory year-end returns, including P35
  - l. Preparation and agreement of the TPS annual returns
  - m. Assistance with the preparation of payroll budgets
  - n. Any other task delegated from time to time by the postholder's line manager
  - o. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times
  - p. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

## 5. Terms and Conditions

Salary: circa £32k

Holiday: 5 weeks holiday per year plus bank holidays. Attendance will be required on bank holidays that fall during term time, for which time off in lieu will be given.

Pension: After 3 months' service the postholder may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on the level of earnings. However, the postholder may also choose to opt in to the pension scheme. The College will contribute 5% of the gross salary and the postholder must also contribute 3%. The postholder may choose to opt out of the pension scheme.

Other benefits:

- Free meal during normal working hours, subject to dining room provision
- Free use of College facilities, including gym and pool
- Annual pay review.

## 6. Application Process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the [Apply Now](#) button to complete the mandatory application form.

A letter of application evidencing suitability for the post against the job description and person specification described above, and an up-to-date CV, should be uploaded with this online application form.

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or 01323 452239.

## 7. Safeguarding Statement

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

March 2020