

Job description

LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE community who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Payroll Assistant
Grade	4.12 to 4.15
Contract Type	Fixed term, ending 27/03/2026
Hours per week	25
Working Weeks	43 weeks per year
Based	Frances Bardsley Academy Site, Romford
Reports to	Finance Manager
Job Purpose	
	Ensure the Trust's payroll processes are carried out accurately, efficiently, and on time, contributing to the effective financial administration of the Trust.
Main Responsibilities	
	<ul style="list-style-type: none"> • Liaise with key stakeholders to collate and prepare documents for submission to the external payroll provider. • Maintain accurate and organised records of all correspondence between schools and the payroll provider. • Ensure internal systems are updated promptly and accurately. Provide administrative financial support as directed by the Finance Manager.
Key Duties	
	<p>Payroll Coordination and Administration</p> <ul style="list-style-type: none"> • Serve as the main point of contact for payroll matters, liaising with Hub Managers, the Trust Finance Manager, and the external payroll provider to ensure monthly payroll completion. • Collate, review, and submit monthly payroll amendment schedules for 12 schools within established deadlines. • Manage the payroll inbox, responding to queries and maintaining a detailed communication log. • Liaise between Hub Operations Managers and the external payroll provider to resolve payroll - related queries. <p>Financial Reporting and Reconciliation</p> <ul style="list-style-type: none"> • Perform reconciliations of payroll data to ensure accuracy and consistency. • Assist in preparing quarterly payroll and pension reports, analysing variances and providing insights

	<ul style="list-style-type: none"> Carry out monthly balance sheet reconciliations and support year-end processes by providing required payroll data to auditors. <p>Employee Support and External Liaison</p> <ul style="list-style-type: none"> Address and resolve employee queries regarding payroll and pensions promptly and professionally. Liaise with external agencies such as HMRC and pension scheme providers (LGPS and Teacher Pension Schemes) to ensure compliance and resolve issues. Assist with the preparation and submission of statutory returns for pension schemes. <p>Administrative and Financial Support</p> <ul style="list-style-type: none"> Support the central finance team by performing financial tasks such as entering central orders, payroll entries, and income journals into PS Financials. Reconcile central credit card transactions and post them to the finance system. Maintain and manage cost schedules recharges between schools. Collate absence reports from Administrative Support Officers (ASOs). Assist in maintaining the central contract list to ensure accurate records
General	
	<ul style="list-style-type: none"> Undertake any training commensurate with the post Participate in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager and attend SDP/inset days. Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment Work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day to day operation of the job Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy Support the ethos of the Trust The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment Carry out appropriate duties within the context of the job, skills and grade

Job description is current at the date shown, but in consultation with you, may be changed by the CEO or Chief Finance Operations Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Trust Payroll Assistant) Date: ____/____/____

Person Specification

We are looking for someone who has the following qualifications, experience and demonstrates the following behaviors to be truly successful in the role.....

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Qualification (Q)
Experience		
Demonstrable experience in office administration and using computerised systems	E	A, I
Payroll experience	D	A, Q, R, I
Attributes & Skills		
Strong organisational skills with the ability to manage time-sensitive tasks effectively	E	A,I,R
Excellent communication and interpersonal skills to work collaboratively with internal and external stakeholders.	E	A,I,R
High level of attention to detail and accuracy and strong problem-solving skills	E	A,I,R
Ability to work effectively both independently and as part of a team	E	A,I,R
Able to remain calm and composed under pressure and work to deadlines	E	A,I,R
Reliable and a good time keeper	E	A,I,R
Adopts a positive attitude	E	A,I,R

LIFE Behaviours

<i>Humility</i>	<i>Bravery</i>	<i>Teamwork</i>
<ul style="list-style-type: none"> Recognising your own strengths and limitations. Listening so that you can hear. Continually improving yourself. 	<ul style="list-style-type: none"> Taking personal responsibility. Having courageous conversations. Embracing and pursuing creativity and innovation. 	<ul style="list-style-type: none"> Demonstrating dignity and respect for others. Working collaboratively. Committing to producing great pupil outcomes.