

<b>Job Title:</b>	Assistant Payroll Manager
<b>Hours of Work:</b>	37.5 hours per week
<b>Department:</b>	Finance
<b>Job Grade:</b>	5
<b>Accountable to:</b>	Assistant Payroll Manager
<b>Number of direct reports:</b>	None
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	To support the Payroll Team in processing The Stowe Group's monthly payroll data. To always ensure a customer orientated service is provided in an efficient, flexible, and professional manner.

## The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

## Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our

best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

### **Key Tasks:**

#### Key Responsibilities and Accountabilities:

To support the Payroll Manager to ensure The Stowe Group's payroll are processed accurately and within the deadlines specified

#### Key Tasks:

### **1 Payroll**

1.1 To support the Payroll Manager and existing payroll team in preparing and processing payroll data accurately and within the deadlines specified, duties include:

- Checking payroll data received for input
- Updating salaries, overtime payments, monthly salary amendments
- Calculating statutory and voluntary monthly payments such as PAYE and NIC to meet with legislation requirements
- Calculating salaries
- Issuing employees' payslips
- Collaborating with the People department to maintain employee data
- Issuing HMRC forms and related documentation
- Amending employee personal records when necessary
- Advising and updating payroll team members about taxes and employment laws

1.2 To support staff and departments with any enquiries that might arise in a timely and professional manner.

1.3 To organise and prioritise the workload to meet all deadlines set

1.4 To support and cover payroll team members and to deputise for the Payroll Manager in times of absence.

1.5 Auditing the monthly payroll to ensure all staff are paid accurately and on time

1.6 Analysing and reporting on payroll data

1.7 Assisting with Developing and refining payroll procedures

1.8 Proactively carry out payroll reconciliation and analysis

1.9 Support with the preparation and issuing of All End of Year HMRC documentation, including P11D's and PSA

1.10 To have a sound knowledge of pension schemes, including auto-enrolment process

1.11 To use own initiative to resolve any issues that may arise and to assist the team where possible, by providing a range of solutions

1.12 Support the Payroll Manager with The Stowe Group payroll financial reporting – including Budget preparation and termly forecasts

1.13 Other hoc duties as required by the Payroll Manager and Financial Controller

## 2 General:

2.1 To ensure adherence to Health and Safety legislation that affects the post holder.

2.2 To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to A level</li> </ul>	
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>Minimum 2-3 years' experience</li> <li>Basic IT skills (Word, Excel and Internet)</li> </ul>	<ul style="list-style-type: none"> <li>Payroll qualification</li> <li>Basic accounting knowledge and background</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Good organisational and time management skills</li> <li>Able to work under pressure and to deadlines</li> <li>Good interpersonal skills</li> <li>Capable of taking responsibility for own work</li> <li>Eye for detail, excellent accuracy and numeracy skill</li> </ul>	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: November 2024**

## Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Assistant Payroll Manager we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5