

Norwich School

Payroll & Finance Officer



Job Description

Job Title: Payroll & Finance Officer
Reports to: Head of Finance
Terms and Conditions: Permanent, part time, 80% over 52 weeks per annum

Job Purpose

To manage and deliver an accurate, compliant, and confidential end-to-end payroll service for approximately 400 staff at the school. The Payroll & Finance Officer will ensure all payroll processes, statutory reporting, and pension administration are completed correctly and on time, providing a high-quality service to staff and supporting the Head of Finance with payroll-related financial information and compliance.

Key Responsibilities

Payroll Processing

- Prepare and process the monthly payroll for all teaching and support staff (circa 400 employees).
- Maintain and update payroll records including starters, leavers, contractual changes, overtime, allowances, and deductions.
- Calculate statutory payments (SSP, SMP, SPP, etc.) and occupational entitlements in line with school policies.
- Ensure accurate calculation and payment of salaries, tax, National Insurance, and other deductions.
- Reconcile payroll prior to finalisation and obtain approval from the Head of Finance.
- Issue electronic payslips and respond to payroll queries from staff in a timely and professional manner.

Compliance & Statutory Reporting

- Ensure payroll operates in compliance with HMRC regulations and employment legislation.
- Submit Real Time Information (RTI) returns and complete year-end processes (P60s, P11Ds if applicable).
- Maintain payroll records in line with GDPR and data retention requirements.
- Keep up to date with changes in payroll legislation and best practice.

Pensions & Benefits Administration

- Administer the School's pension schemes including the Norwich School Pension Scheme, Aegon scheme, and APTIS scheme, ensuring accurate processing of contributions, member records, and required reporting.
- Liaise with pension providers and advisors regarding enrolments, contributions, opt-ins/outs and member queries.
- Support pension reconciliation processes and ensure compliance with scheme requirements.
- Administer the School's corporate healthcare scheme, including member administration, liaison with the provider, and coordination of the annual renewal process.
- Administer salary sacrifice or staff benefits schemes where applicable.

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Insurance & Staff Protection Schemes

- Administer the School's Fees Protection Scheme, maintaining accurate records, processing claims and ensuring appropriate cover is in place.
- Administer the School's insurance policies, including coordination of the annual renewal process, maintaining policy documentation, and managing insurance claims in liaison with insurers and brokers.
- In conjunction with the Head of Finance, provide administrative support for the Norwich School Personal Accident Scheme, ensuring records are maintained and claims are processed as required.

Finance & Reporting

- Prepare payroll journals and reconciliation reports for the finance system.
- Assist with internal and external payroll audits.
- Provide relevant payroll, pension, insurance, and benefits information to support financial reporting, budgeting, and audit requirements including ONS surveys.

Systems & Process Improvement

- Maintain payroll system accuracy and integrity.
- Identify and implement improvements to payroll processes and controls.
- Support system upgrades, testing, or implementation of new payroll software if required.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

General

- Maintain strict confidentiality of payroll and personal data.
- Provide excellent customer service to all staff.
- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties that may be reasonably required by the Head, the COO or the Head of Finance.

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Person Specification

	Essential	Desirable
Skills & Experience		
Proven experience processing end-to-end payroll	X	
Experience managing payroll for 200+ employees	X	
Strong knowledge of UK payroll legislation and HMRC requirements	X	
Experience administering workplace pensions (e.g., TPS/LGPS or similar)	X	
Experience with payroll software and finance systems	X	
Strong Excel and data handling skills	X	
Experience supporting audits and producing payroll reports	X	
Experience in an education or public sector environment		X
Understanding of employment terms in schools (term-time working, teachers' pay structures, etc.)		X
Qualifications & Professional Development		
Payroll qualification (e.g., CIPP or equivalent)		X
Evidence of continued professional development in payroll, finance, or employment legislation		X
Personal Attributes & Competencies		
Understand and comply with Child Protection procedures	X	
High level of accuracy and attention to detail	X	
Ability to work independently and manage a full payroll cycle alone	X	
Ability to meet strict deadlines and manage workload peaks	X	
Strong organisational and time-management skills	X	
Ability to handle confidential and sensitive information appropriately	X	
Clear communication and professional customer service skills	X	
Proactive approach and commitment to continuous improvement	X	

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Salary and Benefits

Salary and Working Pattern

This is a permanent, part time position based over 52 weeks. The hours of work are 30 hours per week. Hours will be agreed with the line manager. The salary for the role will be between £26,499 - £29,372, depending on skills and experience

Flexibility in working hours and pattern is required to meet the changing needs of the school.

Holidays

Full time staff are entitled to 25 days of annual leave excluding the 8 days bank holidays, increasing to 30 days after five years' service. Up to 5 days leave are designated during the Christmas holiday period and will be set in advance. Support staff typically take their annual leave during the school holiday periods.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.