



Recruitment Pack

**Payroll
Administrator
Up to £26k +
benefits**

April 2024

Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 600 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions - and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

Our Values



**Customer-
centric**



**Act
ethically**



Proactive



Trailblazers

Payroll Administrator

JD

Role Summary

SAAF Education plays a vital role as a strategic partner for various schools, academies, and trusts. As we continue to grow and meet increasing demands, we are seeking a Payroll Administrator to join our team.

We require a skilled team player who can communicate effectively with our clients, work efficiently, and take initiative. While qualifications are important, we highly value individuals who are passionate and possess the right attitude. If this opportunity sounds like a good fit, don't hesitate to submit your application today!

Key Responsibilities

- Managing day-to-day communications with clients and our payroll inbox.
- Accurately processing incoming work and reports.
- Receiving and responding to information requests from internal and external stakeholders by email, telephone, or letter.
- Resolving payroll and pension queries in a timely and methodical manner.
- Ensuring excellent customer service to clients at every stage of the process.
- Providing accurate and consistent advice to customers and employees on routine matters related to pay and team operations.
- Maintaining secure computerised and manual information systems, including data input and output procedures. Ensuring compliance with statutory obligations.
- Accurately updating computerised and manual information systems, with personnel and payroll information received.
- Ensuring compliance with agreed service levels.
- Processing changes to employee permanent records, in line with instructions from customers and appropriate external bodies.
- Processing temporary payroll changes, in line with instructions from customers.
- Carrying out the payroll calculation process regularly, balancing and validating the data before ensuring the production and delivery of required reports accurately and by agreed deadlines.
- Accessing instructions from and reporting to HMRC as appropriate.
- Processing pensions information and forms for starters leavers and service history.
- Undertaking manual calculations of statutory payments or deductions such as SMP SSP Occupational sick pay and NI and check as required.

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Person Specification

- CIPP qualification is desirable.
- Level 2 or equivalent in maths and English.
- Working knowledge of Microsoft business applications, including Excel.
- Experience working with payroll databases and systems.
- Exceptional customer service skills, with experience in a customer-focused role.
- Proactive and confident.
- Able to work under pressure and meet deadlines.
- Self-motivated and able to identify new opportunities.
- Attention to detail and excellent analytical skills.
- Innovative and able to problem-solve.

Benefits

- Flexible working and working from home.
- 24 days of annual leave plus bank holidays, rising to 30 plus bank holidays depending on length of service.
- Professional development opportunities.
- Electric Car Salary Sacrifice Scheme.
- Employee Assistance Programme - providing mental health & wellbeing support.