



Recruitment Pack

Payroll Specialist
£24-28k +
benefits

June 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 Specialist JD

Role Overview

As SAAF Education continues to expand, we're seeking a talented team member to join us.

We're looking for someone who excels in client communication, works efficiently, and takes initiative. The daily responsibilities of this role include processing payroll for numerous educational institutions, accurately calculating deductions, and promptly addressing and resolving client queries.

You'll also be actively involved in client meetings and service reviews, manage data entry in our payroll software, and play a key role in our payroll team to ensure exceptional customer service for our clients.

While the right qualifications are important, we're particularly interested in passionate individuals with the right attitude and experience. If this sounds like you, apply now!

Key Responsibilities

- Processing and entering data and preparing tax information for a large number of schools and academies
- Maintaining a database of personnel information and accurate payroll records
- Conducting audits of payroll records to ensure continued accuracy
- Preparing paychecks to ensure that employees are paid on time and in the correct amount
- Responding to and resolving customer payroll and pensions queries promptly
- Running client meetings and service reviews
- Computing wages, commissions, and deductions
- Ensuring compliance and keeping payroll knowledge up-to-date

Person Specification

- Extensive experience of payroll and pensions
- Excellent communication skills
- Responsive & customer-focused
- Detail-orientated

Payroll Specialist JD

Benefits

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