

# The Leicestershire College

## Job Description

### 1. Job Details

Job Title:	Payroll administrator
Department:	Human Resources
Reporting To:	Payroll & Pension Manager
Competency Level:	Business Support 2
Hay Grade:	G2/G3
Salary:	£26,538 - £28,896 per annum
Date of Job Evaluation:	September 2022
Date:	January 2026

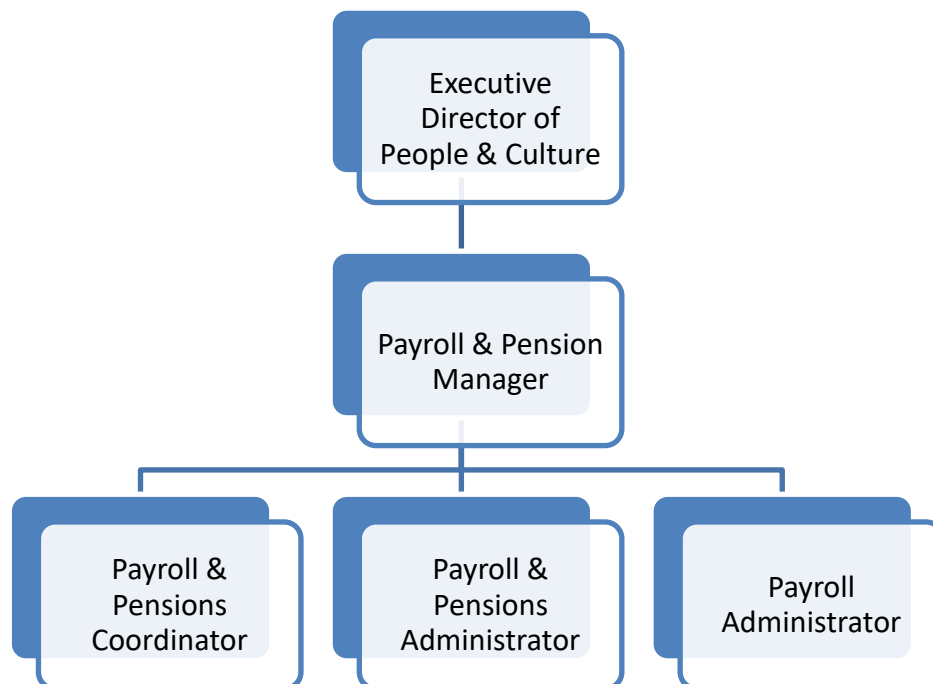
### 2. Job Purpose

Support the Payroll & Pension Function and the HR Team with a high-quality delivery of Payroll and Pension Administration.

### 3. Dimensions

*Not applicable.*

### 4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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## 5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



## 6. Key Responsibilities

### Role specific responsibilities

- Support the Payroll & Pension function for the college.
- Set up new starters on the payroll system, in an accurate and timely manner for both payrolls.
- Administer monthly pay claims for sessional and casual staff.
- Calculate and administer monthly payments and deductions, including Statutory payments, overtime and salary advances
- Calculate and administer changes to terms and conditions e.g. salary changes and pensions.
- Be responsible for the payroll processing of salary sacrifice schemes e.g. childcare vouchers, cycle to work, Holiday Plus scheme, expenses and Car parking permits.
- Process the administration for all College leavers including the calculation of holiday pay, final salaries, the production of P45s, final payslips and pension leavers forms.
- Run regular payroll reports from the HR and Payroll system (Cintra IQ and Cintra HR).
- Produce third party information e.g. pension, unions and court orders.

- Work with both internal and external stakeholders to ensure accurate and timely completion of payroll administration.
- Respond to general payroll enquiries from employees, management and external contacts, by telephone or by email and Teams.
- To produce the college's payroll each month.
- To administrate the colleges' pension schemes.
- Ensure both electronic and manual filing systems are kept up to date.
- Ensure Payroll & HR systems are up to date and accurate.
- Contribute to Payroll and HR projects as directed.
- Work closely within the team and provide support as directed.

### Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## 7. Key Result Areas

Action	Result
<b>Set up new starters on the payroll system.</b>	New employees are paid accurately and on time.
<b>Take responsibility for the timely and accurate processing of the 2 monthly payrolls.</b>	All employees are paid accurately and on time.
<b>Process leaver administration in a timely manner.</b>	Employees can start new employment with minimal tax implications.

## 8. Key Working Relationships and Communications

**Internal:** All College employees.

**External:** Pension providers, HMRC, statutory bodies, software providers.

## 9. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
<p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team.</p> <p>Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions.</p> <p>Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Manages own health, safety and wellbeing; complies with College policies.</p> <p>Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
Delivering Excellent Quality	
<p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge.</p> <p>Continually improves own performance and increases skills and knowledge.</p> <p>Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.</p>	

## 10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	A recognised payroll or accountancy qualification or proven equivalent professional experience (level 3) and willingness to work towards	•		Application/ Interview
2.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
3.	Payroll administration in a professional payroll environment dealing with different payroll runs and statutory payments	•		Application
4.	Experience of running a payroll, end to end payroll in an education setting	•		Application/ Interview
5.	Good working knowledge of the Cinta IQ payroll system		•	Interview
6.	Experience of dealing with sensitive matters professionally and confidentially		•	Interview
SKILLS & KNOWLEDGE				
7.	A detailed knowledge of payroll systems, taxation, national insurance, statutory payments and pensions administration	•		Application/ Interview
8.	Working knowledge of Local Government and Teachers Pension Schemes		•	Interview
9.	Processing monthly and annual submissions to pension providers for starters, leavers and completing year-end pensions returns	•		Interview
10.	Administering the Auto Enrolment procedure	•		Interview
11.	Working with other departments to achieve a positive outcome	•		Application/ Interview
12.	Good attention to detail and accuracy	•		Interview
13.	Highly numerate with the ability to understand and accurately process a variety of standard calculations	•		Interview
14.	Excellent verbal and written communication skills	•		Application/ Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Willingness to work flexible hours	•		Interview
17.	Positive, pro-active and solution-based approach to work with a genuine can-do attitude	•		Interview
18.	Work effectively as a team member	•		Interview
19.	Promote the College's equal opportunities policy and practices	•		Interview
20.	Ensure the safeguarding of students	•		Interview

## Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in January 2026 and may be amended in light of changing circumstances following discussion with the post holder.

## 11. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
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